



# **Global Expeditionary Medical System**

## **Version 2.5**

### **Installation Guide and Training Manual**

GEMS Setup

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# GEMS Installation Guide

These instructions must be followed for ALL GEMS modules, to include the PEM, the TEM, and the TOM.

## ***Installing GEMS Version 2.5 Build 03***

System Requirements: Pentium 233 MHz or higher, 64 MB RAM, CD ROM

Compatible with Windows 2000/Windows ME/Windows 98/Windows NT, Service Pack 4 and higher.

If CD doesn't autorun then

**Run GEMS\_Setup.exe**

## ***Upgrading GEMS***

If CD doesn't autorun then

**Run GEMS\_Setup.exe**

## ***Help Desk Information***

EMAIL: [gems.helpdesk@exp-med-sys.com](mailto:gems.helpdesk@exp-med-sys.com)

PHONE: 210.587.2276 or 888.380.9873

FAX: 210.587.2286

# Windows NT and Windows 98 Users – Special Instructions

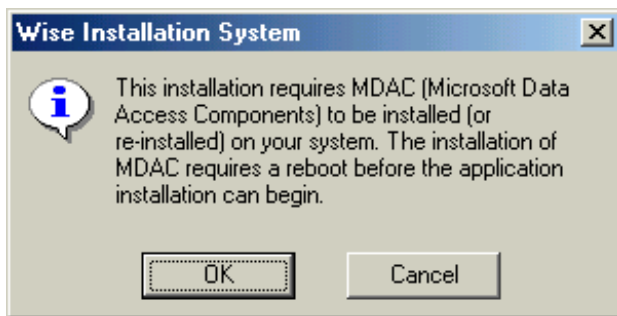
This installation requires Windows 98 or Windows NT Service Pack 4 or higher.  
Various parts of this installation will require a reboot of your computer system.

On Windows NT first run InstMsi.exe in the "Msi Install WinNT" Directory

On Windows 98 first run InstMsi.exe in the "Msi Install Win9x" Directory

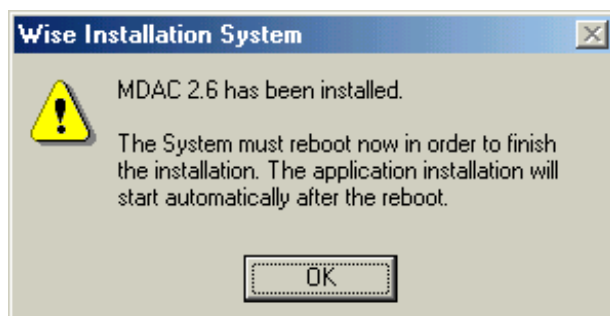
**If you are performing this install on Windows ME or Windows 2000, do not run InstMsi.exe.**

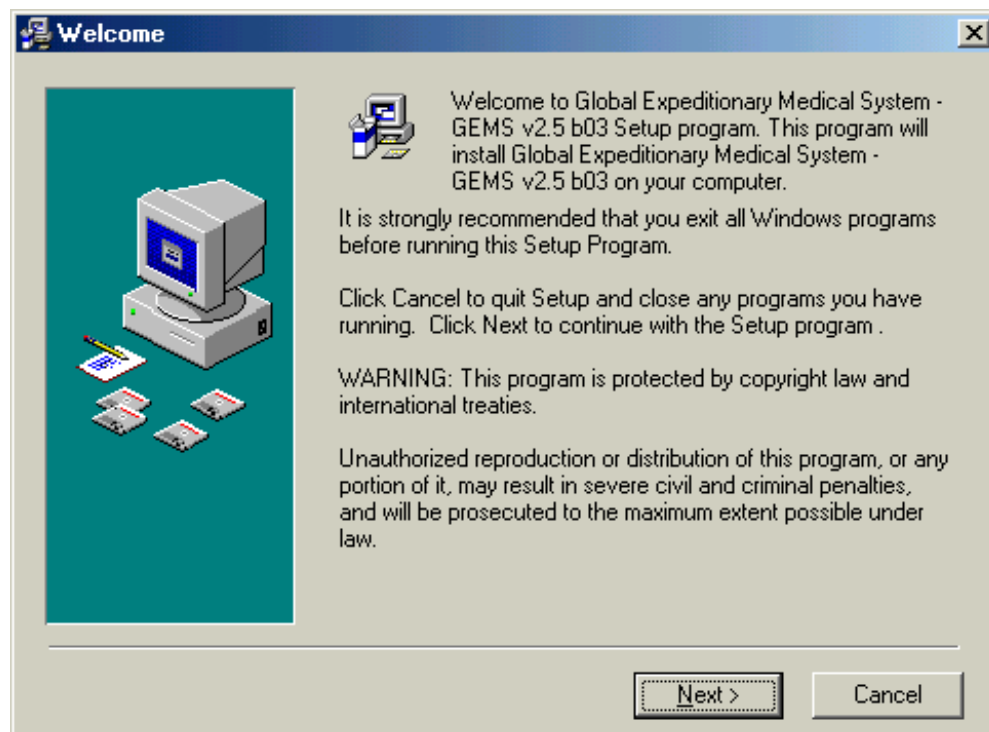




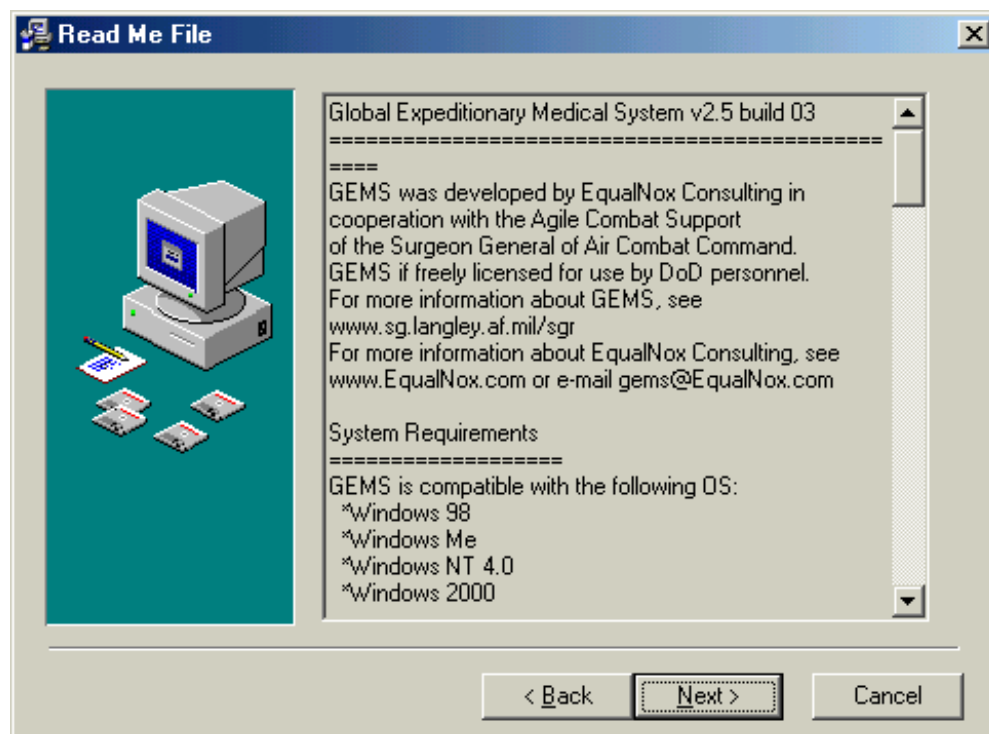
Click the OK button.

Once you have restarted your computer and logged back on, the GEMS installation software will complete the setup of GEMS.



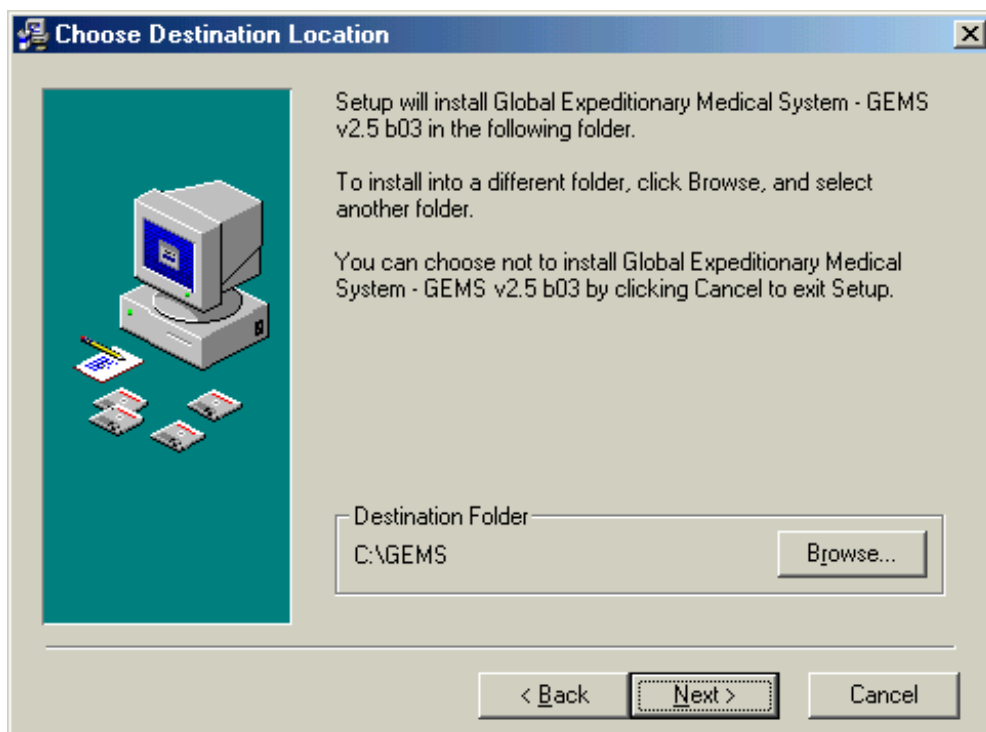


Click Next



Click Next



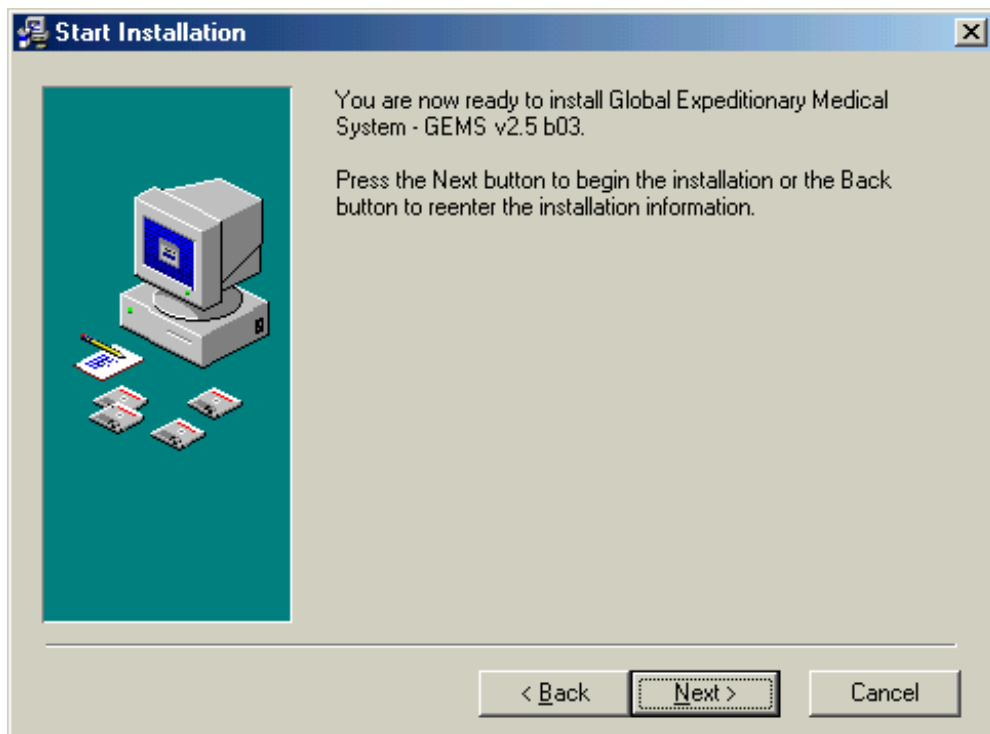


Click Next

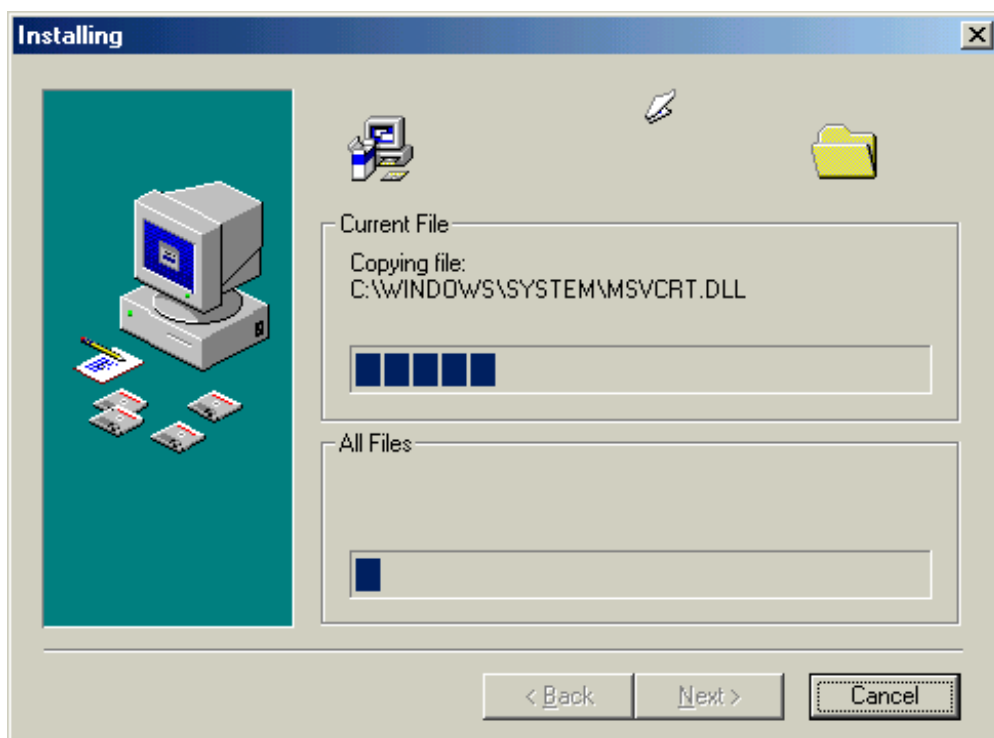


Click Next



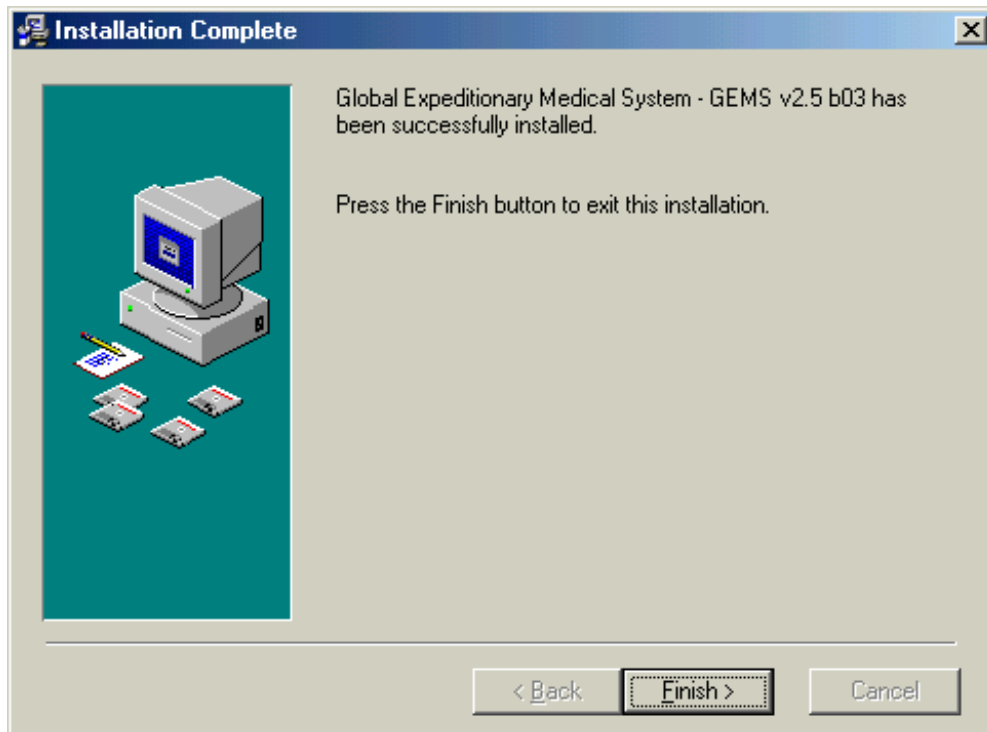


Click Next

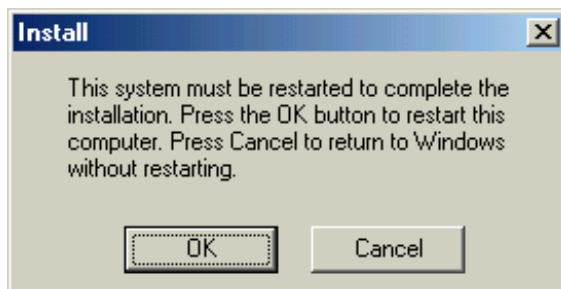


Wait, patiently.





Click Finish



Click OK

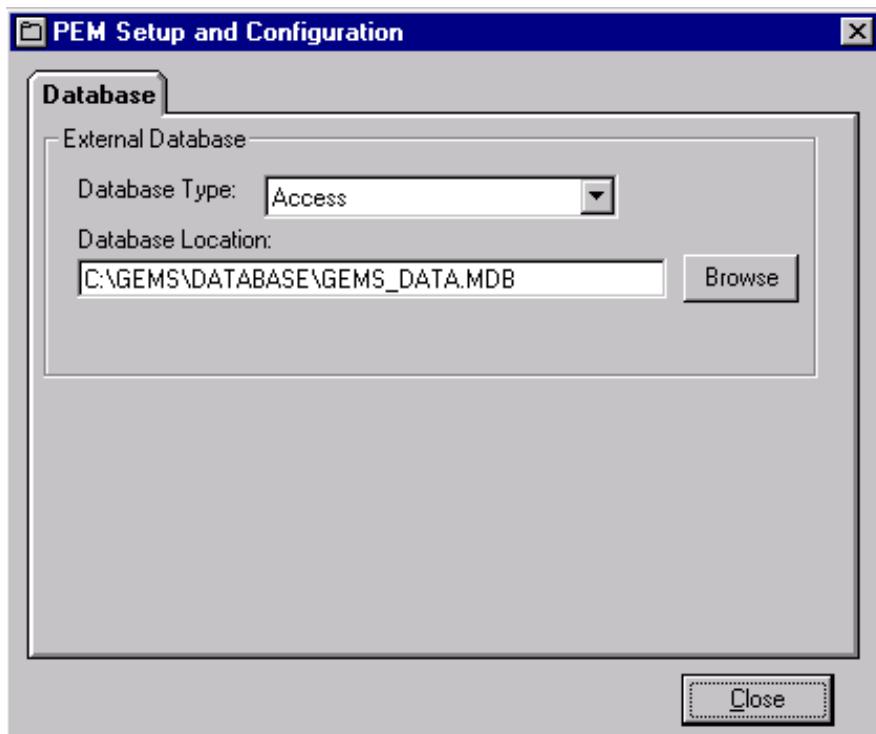
Your System will restart and GEMS installation will be complete.

### Setup Notes:

The first time you run GEMS:  
The User Name is **gems admin**  
The password is **gemsuser2.5**



If this is an upgrade from a previous version of GEMS, the Administrative user name will be gems admin but the password will retain any changes you have made.



The **Database** tab allows you to choose where GEMS is looks for it's database files.

If no external database is detected, the database default settings go into effect. The application will work as a stand alone unit by default.

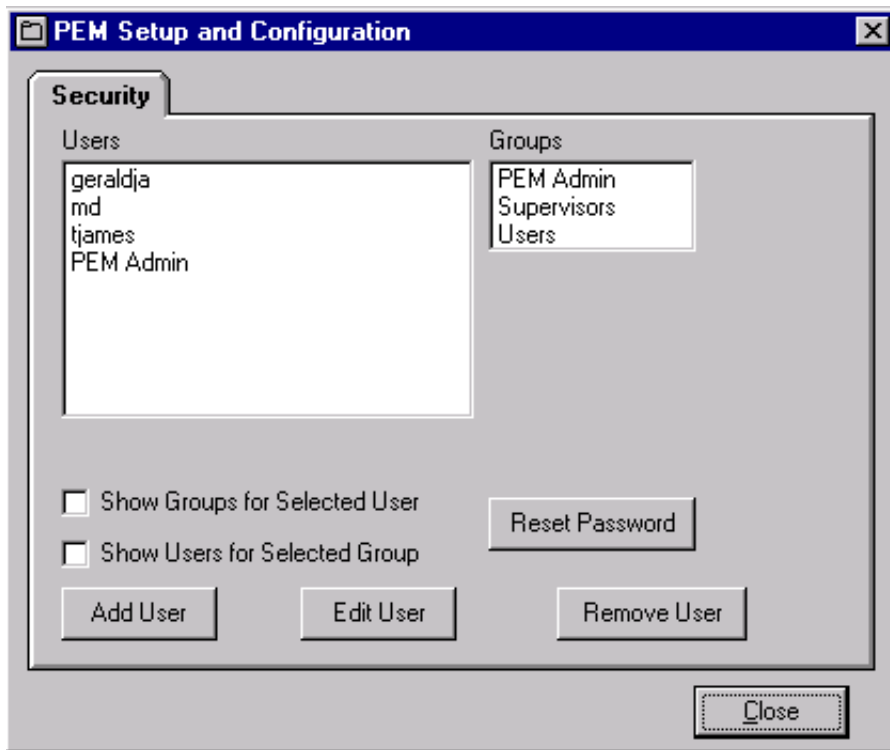
**Database Type:** Don't change the database type unless you are instructed to do so by Help-Desk personnel.

If you are using multiple computers on a LAN, then you can configure GEMS to look for the central database for it's files.

\*Note: You do not have to "map" a drive before telling GEMS where to look for the central database, but you **MUST** have the appropriate permissions (read, write, etc..) set by your network administrator.







**The Security** tab allows you to set the access privileges for personnel using the GEMS PEM.

You will only see this screen if you have Supervisor's Privileges. This page allows the Supervisor to add, edit, and delete users. As well as change and reset passwords.

There are 3 types of users for the PEM: Users, Supervisors, and PEM Admin.

**Create at least one user who is in the Supervisor group.**

Only PEM Admin can make changes to the GEMS program. Supervisors can add new users.

**You MUST set up User Access Rights for your Providers, using the "pem admin" login will NOT allow you to document a patient encounter.**



**Add User to PEM Database**

If you wish to use Windows NT Logon, your User Name must be identical to your user name for Windows NT

User Name/Login ID

Name for Signature Block

FMP

Sponsor's SSAN

Rank

Deployed Unit

☐ Use Windows NT Logon

Password

Confirm Password

Make Member of

☐ PEM Admin  
☐ Supervisors  
☒ Users

**PEM Data Access**

	None	Read	Write
Demographics:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Patient Check-In:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Outpatient Data**

	None	Read	Write
Symptoms:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Diagnosis:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medications:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Labs and Orders:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Ancillary Data**

Medications:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Labs and Orders:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Sus Ops Data**

	None	Read	Write
SusOps:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

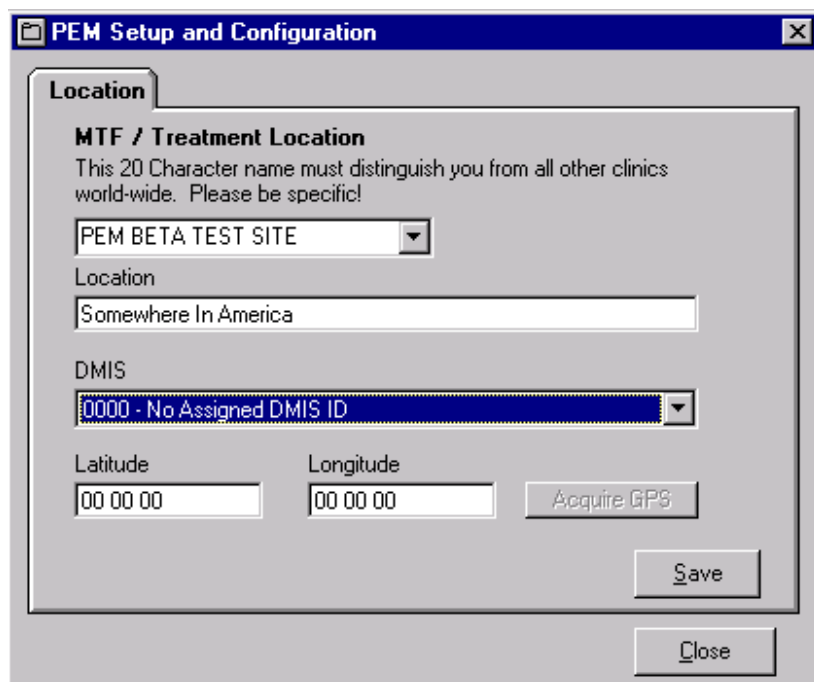
Create User Cancel

This tab allows you to add a user. You **MUST** give the user permission to gain access to the appropriate functions of the PEM, such as a provider should have full read and write privileges but a technician should have full demographics and Patient Check-In but only read privileges for Diagnosis, Medications, etc..

**Ancillary Data:** You can give your Pharmacy and Lab personnel read privileges so they can monitor the requests and ensure all Medications and Lab requests were completed.

**Use Windows NT Logon:** If you choose this option, your User Name/Login ID **MUST** be identical to the user ID for Windows NT or Windows 2000.





The screenshot shows a Windows-style dialog box titled "PEM Setup and Configuration". It has a "Location" tab selected. Inside the tab, there is a section titled "MTF / Treatment Location" with a note: "This 20 Character name must distinguish you from all other clinics world-wide. Please be specific!". Below this note are three input fields: a dropdown menu showing "PEM BETA TEST SITE", a text box containing "Somewhere In America", and a dropdown menu showing "0000 - No Assigned DMIS ID". Below these are two text boxes for "Latitude" and "Longitude", both containing "00 00 00". To the right of these boxes is a button labeled "Acquire GPS". At the bottom right of the dialog are two buttons: "Save" and "Close".

**The Location** tab allows you to view and change YOUR location information, to include the Latitude and Longitude. --You can obtain this information by contacting the local security forces personnel.

Be sure to pick your appropriate DMIS location from the pick list.

Note: Most deployed locations will NOT have a DMIS code -- You can use your host unit's DMIS code.



Customize Formulary

Directions for Customizing Formulary

The formulary list can be customized by moving desired medications into and out of the Current Formulary List box. Please remember to Save when you are finished, otherwise no changes will be made.

Drugs Not in Formulary

Select All

Current Formulary

0.22 MICRON FILTER--DEVI MI

1-1-1 MOUTH WASH (BEN/MYLANTA/LI

1-2-3 MOUTH WASH (1BEN/2KAOPEC/3

200IU/DOSE CALCITONIN NASAL SPR

3232A FORMULA \$290

5% LCD IN 0.1% TAC CREAM--TOP

80056 FORMULA--PO 454GM POW

9AMINOCAMPTOTHECIN (9-AC)-IV 2

ABSORBASE CREAM 454GM \$5.00

ACARBOSE 50MG (PRECOSE)--PO 501 TAB

ACEBUTOLOL 200MG CAP (SECTRAL) \$0.18

ACETAMINOPHEN 120MG SUPP (TYLENOL) \$0.14

ACETAMINOPHEN 160MG/5ML ELIXIR \$0.73

ACETAMINOPHEN 320MG/10ML UD CUP(TYLENOL)

ACETAMINOPHEN 325MG TAB \$0.005

ACETAMINOPHEN 325MG TAB U/D (TYLENOL)-P

ACETAMINOPHEN 500MG TAB (TYLENOL ES)--PO

ACETAMINOPHEN 650MG SUPP (TYLENOL) \$0.11

ACETAMINOPHEN 80MG CHEWABLE--PO 80MG TBC

ACETAMINOPHEN SUPPOSITORY 325MG \$0.19

ACETAMINOPHEN SLISP 80MG/0.8MI \$0.76

Close

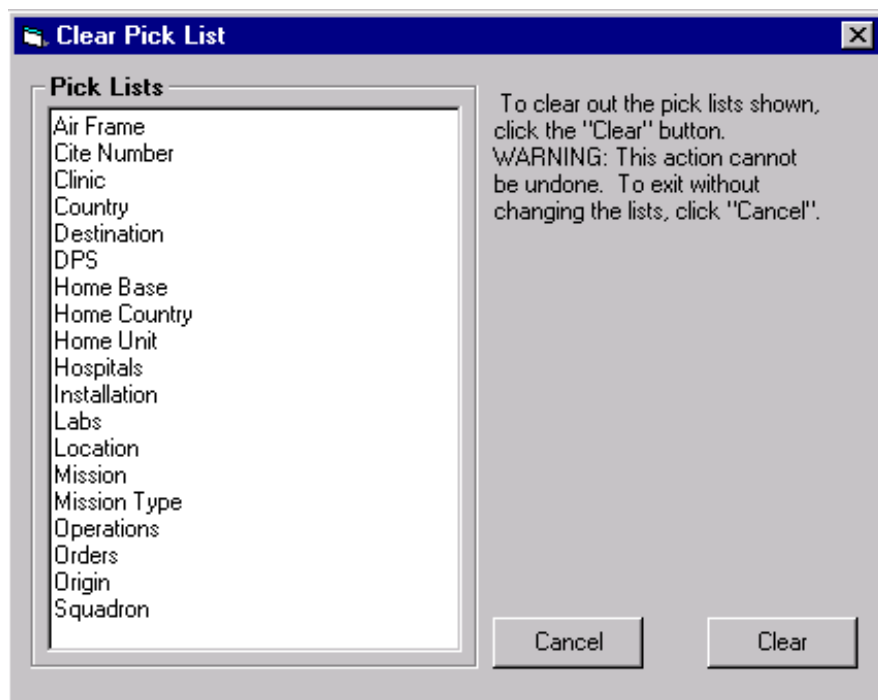
Save

**The Customize Formulary** tab allows you to view and change the medications listed in your formulary.

The PEM has all the medications authorized for the EMEDS UTCs.

**Remember:** You **MUST** click the save button before closing this screen or no changes will be made.

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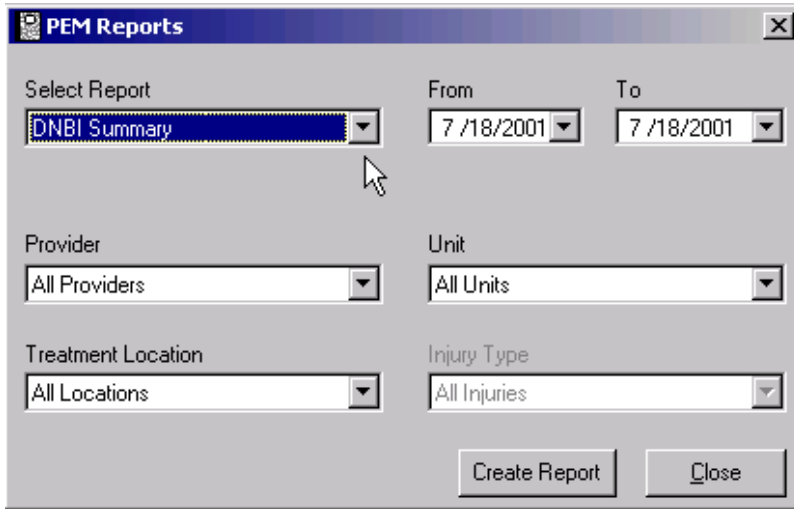
The **Clear Pick List** tab allows you to clear your learning pick lists.

**Warning: This process cannot be undone.**

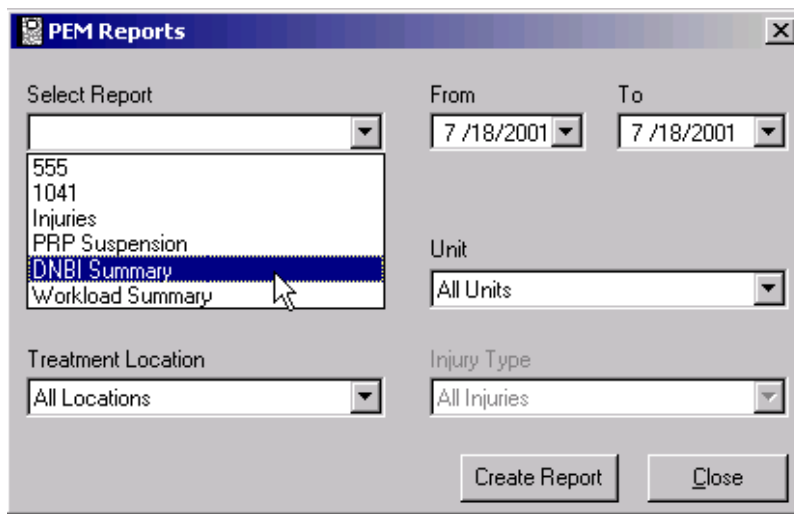
**Why would I want to do this?**

If you are assigned to an ongoing mission, and you have a constant rotation of personnel from various units many of your pick lists will become overly cumbersome. Such as the Home Unit, Squadron, etc.. Perform this function with care. Any changes made are irreversible.





The screenshot shows the 'PEM Reports' dialog box. The 'Select Report' dropdown menu is open, showing 'DNBI Summary' as the selected option. The 'From' and 'To' date fields are both set to '7 /18/2001'. The 'Provider' dropdown is set to 'All Providers', the 'Unit' dropdown is set to 'All Units', the 'Treatment Location' dropdown is set to 'All Locations', and the 'Injury Type' dropdown is set to 'All Injuries'. The 'Create Report' and 'Close' buttons are visible at the bottom.



The screenshot shows the 'PEM Reports' dialog box with the 'Select Report' dropdown menu open. The menu lists several options: '555', '1041', 'Injuries', 'PRP Suspension', 'DNBI Summary' (which is highlighted), and 'Workload Summary'. The 'From' and 'To' date fields are both set to '7 /18/2001'. The 'Unit' dropdown is set to 'All Units', the 'Treatment Location' dropdown is set to 'All Locations', and the 'Injury Type' dropdown is set to 'All Injuries'. The 'Create Report' and 'Close' buttons are visible at the bottom.

- 1-Select the report you need by using the pull down menu.
- 2-You can select scope or time-frame of the report by setting the From and To dates.
- 3-You can choose All Providers (default) or select individual providers that apply to the report.
- 4-You can choose All Units (default) or select individual Units that apply to the report.
- 5-Click the Create Report button to Preview the report, there you can elect to print/print multiple copies or just view the report.
- 6-Close the PEM Reports menu by clicking the close button.



# Patient Encounter Module

- Use the Printer Icon to print the report.
- The print pop-up menu will appear, choose the print range, the default is all.
- Click the OK button to start printing.

**Report Viewer**

75% 1 of 2

HEALTH RECORD		CHRONOLOGICAL RECORD OF MEDICAL CARE	
DATE	Symptoms, Diagnosis, Treatment, Treating Organization	(Sign each entry)	
01/20/2001 16:58	Visit Type: INITIAL	TREATMENT LOCATION: APPLE COMPUTER C	
Page 1 of 2			
Last edited by: Michael D. Dewart, TSgt. at 01/20/2001 17:00			
Temp:			
Pulse:			
Resp:			
BP:			
DA_AOR: 09032000			
Allergies:	[Michael D. Dewart, TSgt. - E5 (20%ial) HQ ACCSGR at 01/20/2001 17:00]		
Medications:	<p><b>SYMPTOMS:</b></p> <p><b>GENERAL</b></p> <p>Anorexia Loss    Nausea: bleeding</p> <p><b>PHYSICAL EXAM:</b></p> <p>ARM, UPPER RIGHT</p> <p>Amputation</p> <p><b>DIAGNOSIS:</b></p> <p>INJURY, OCCUPATIONAL</p> <p>Aircraft Crash - E541</p>		

**Print**

Printer: System Printer  
(\\FLI-FS-ACCSG10\HP4P-108)

OK Cancel

Print Range

☒ All

☐ Pages

From: 1 To: 1

Copies: 1

☒ Collate Copies

## Reports Available

**Form 555 or Triple Nickle**  
A workload report

## Workload Summary Report

## AF 1041 DNIF Status

## PRP Suspension

Suspension and recertification of PRP status

## DNBI Summary

Disease non-battle injury summary report

## Injury Report

List of injuries, adjusted by date

## SF 600

Chronological Record of Medical Care



**ER/Crisis Mode**

**Personal Information**

FMP: 20 Sponsor SSAN: 032-25-6448

Last Name: demer First Name: heady

Sex: M Rank: Last Tetanus

Status: Active Duty

☐ Unidentified Blood Type: [Blue Box]

Triage: Immediate ☒ Contaminated

**Vital Signs**

1

**Orders/Labs**

ddda AADFADFADF

**Disposition**

☐ Return to Normal Duty

☒ Restricted Duty

☐ Quarters

☐ Hospitalized

☐ Aeromedical Evacuation

☐ Transferred to Civilian Hospital

**Symptoms**

Template: NONE

☐ GENERAL

☐ INJURY, COMBAT

☐ INJURY, NONCOMBAT

☐ INJURY, SPORTS

☐ SKIN

☐ HEENT

☐ Show Selected Items Only

**Diagnosis**

☐ INJURY, COMBAT

☐ INJURY, OCCUPATIONAL

☐ INJURY, SPORTS

☐ GENERAL/SYS. INFECTIONS

☐ SKIN

☐ Show Selected Items Only

**Medications**

ALLEGRA-D SR TABLETS

**Triage Stats Since:**

7/24/2001

8:19:28 AM

Reset

TriageCat	Num
Total	0

SF 600

New Visit

ER/Crisis Visit\_List

Return to Main Screen

Connection: External ACCESS md Visit Time: 7/24/2001 7:52:36 AM

**Personal Information** The page starts up with an unidentified patient, preloaded and ready for use.

To search the database for a patient:

Enter the last 4 of the patient's SSAN in the SSAN block and hit return, If the patient is already in the database the patients' demographic information will appear in the appropriate blocks and sections of the patient information page.

**Triage:** Select the triage category from the pull down list.

**Contamination:** Check this box if the patient is contaminated.

**Orders:** You can order tests by clicking on the Orders button.

**Disposition.** Click on the arrow icon next to the Disposition list box activate a pick list of the most common dispositions, in addition you can enter new dispositions not commonly listed.

**TriageStats:** This is a running total of all triage categories within a specified time period. If a triage category is NOT selected it will not appear in the running total.

**New Visit:** Saves current record and readies the page for a new visit (patient).

**SF600:** Prints a SF600 for this visit.





# Patient Encounter Module

**ER/Crisis Mode**

**Personal Information**

FMP: 20 Sponsor SSAN: 032-25-6448

Last Name: demer First Name: heady

Sex: M Rank: Last Tetanus: On Flying Status: On PRP

Status: Active Duty

☐ Unidentified Blood Type: [Blue]

**Triage**

Immediate ☒ Contaminated

**Vital Signs**

1 [New] [Edit] [X]

**Orders/Labs**

ddsa AADFADF

**Disposition**

☐ Return to Normal Duty ☒ Restricted Duty ☐ Quarters ☐ Hospitalized ☐ Aeromedical Evacuation ☐ Transferred to Civilian Hospital

[Note] [Consult] [Profile]

**Symptoms**

Template: NONE

☐ GENERAL ☐ INJURY, COMBAT ☐ INJURY, NONCOMBAT ☐ INJURY, SPORTS ☐ SKIN ☐ HEENT

☐ Show Selected Items Only

**Diagnosis**

☐ INJURY, COMBAT ☐ INJURY, OCCUPATIONAL ☐ INJURY, SPORTS ☐ GENERAL/SYS. INFECTIONS ☐ CPTM

☐ Show Selected Items Only

**Medications**

[Rx] ALLEGRA-D SR TABLETS

**Triage Stats Since:** 7/24/2001 8:19:28 AM

[Reset]

TriageCat	Num
Total	0

[SF 600] [New Visit] [ER/Crisis Visit\_List] [Return to Main Screen]

Connection: External ACCESS md Visit Time: 7/24/2001 7:52:36 AM

**Symptoms:** Click on the check box next to the branch to expand the branch and select the appropriate symptoms. To select the symptom, click on the check box next to the symptom, this will in-turn expand the symptom branch to provide for a negative (pertinent negative) result and/or a note attached to each symptom-this note will be added to SOAP note on the SF 600.

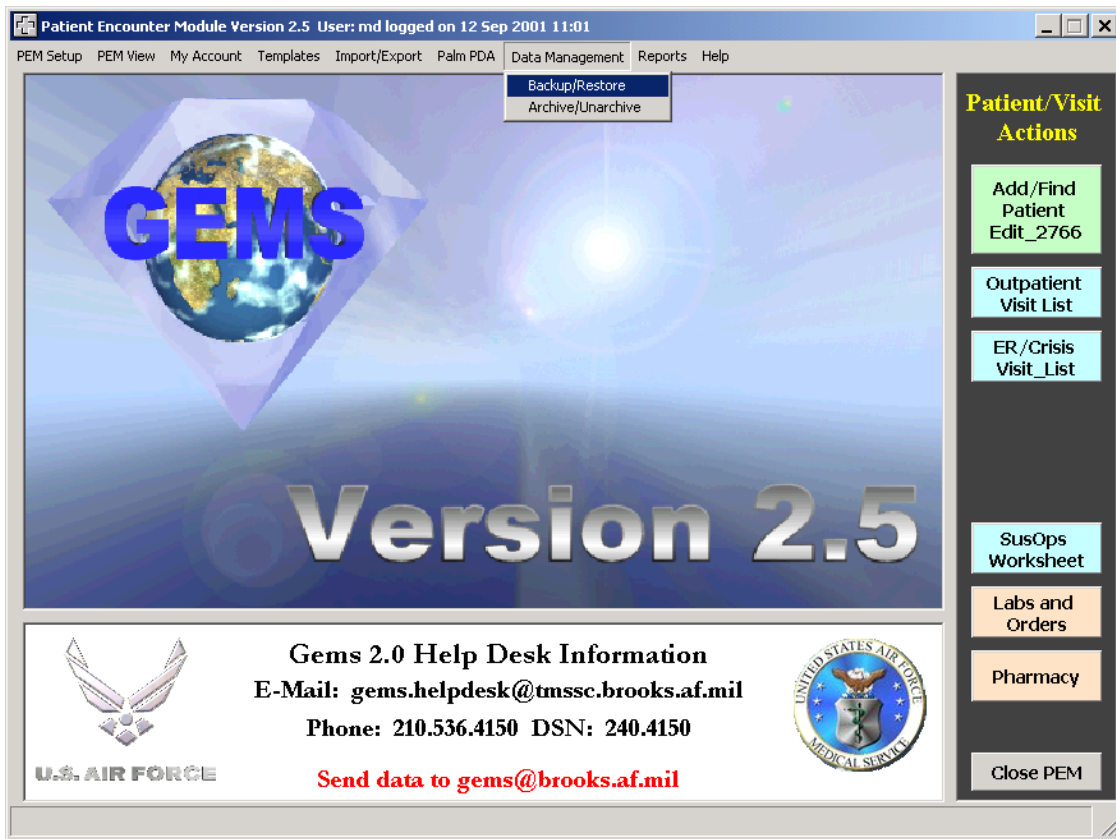
*\*Note: The check box below the Symptom section allows you to filter out all symptoms not checked. In other words, to show only the symptoms selected.*

**Diagnosis:** Select a diagnosis from the Diagnosis Tree, click the check-box next to the major system, this will expand the branch to reveal the applicable ICD 9 codes and common nomenclature.

To select the diagnosis click on the check box next to the diagnosis, this will expand the branch expand that branch to provide a note attached to each diagnosis-this note will be added to SOAP note on the SF 600.

**Medications.** Click on the Rx icon to activate the Formulary Search page. This page allows you to perform a type-down search for a medication.



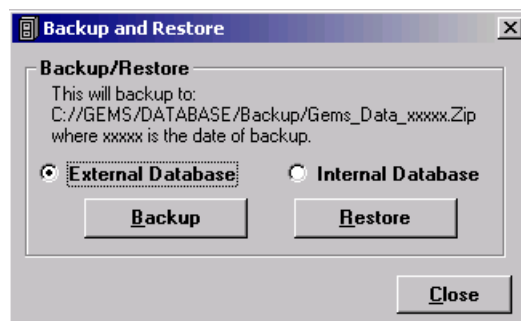


## Backup/Restore

This function allows you to back up your entire database.

You can backup either the External Database, the database you share with the other GEMS users-- Normally located on your local LAN.

You can backup your Internal Database, the database GEMS maintains on your individual computer. GEMS maintains a carbon copy of the External Database on your individual computer as a contingency against the LAN being down and the External Database not being available. i.e., you can still function when the LAN is not working.

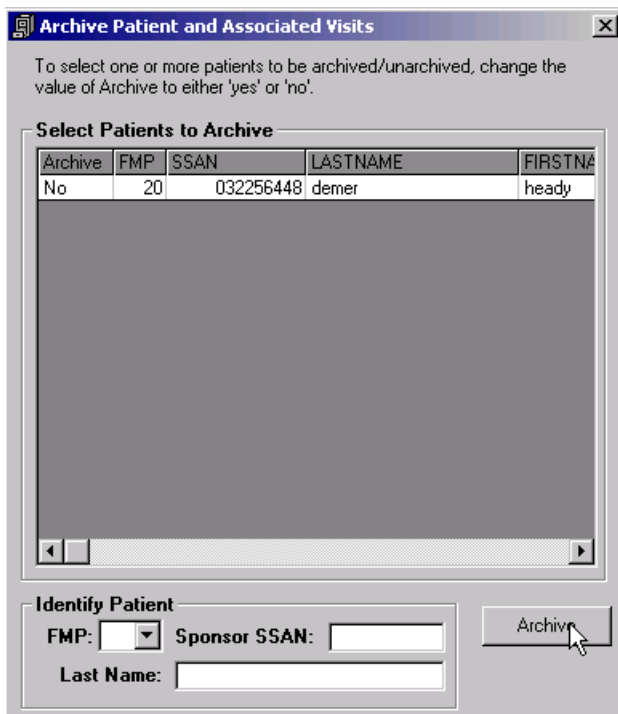




## Archive Patient and Associated Visits:

To remove a patient from the database:

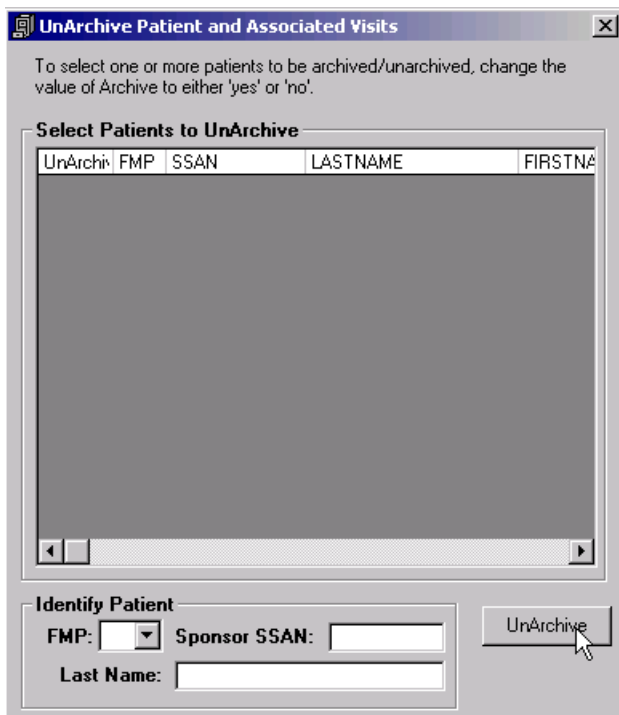
-Type in the patient's SSAN or last name and press the enter key; GEMS will search the database for a match, if a match is found, hi-light the file by clicking on it once and click the Archive button, then click the close button.





## Unarchive Patient

This function allows you to restore a patient to the active database after you have archived them., hi-light the file by clicking on it once and click the Unarchive button, then click the close button.



# Patient Encounter Module

Patient Encounter Module Version 2.5 User: md logged on 12 Sep 2001 11:01

PEM Setup PEM View My Account Templates Import/Export Palm PDA Data Management Reports Help

Backup/Restore  
Archive/Unarchive

**GEMS**

**Version 2.5**

**Patient/Visit Actions**

Add/Find Patient Edit\_2766

Outpatient Visit List

ER/Crisis Visit\_List

SusOps Worksheet

Labs and Orders

Pharmacy

Close PEM

**Gems 2.0 Help Desk Information**  
E-Mail: [gems.helpdesk@tmssc.brooks.af.mil](mailto:gems.helpdesk@tmssc.brooks.af.mil)  
Phone: 210.536.4150 DSN: 240.4150

[Send data to gems@brooks.af.mil](mailto:gems@brooks.af.mil)

U.S. AIR FORCE

UNITED STATES AIR FORCE  
MEDICAL SERVICE

**Archive Visits**

To select one or more visits to be archived/unarchived, change the Archive value to 'yes' or 'no' by clicking once anywhere in the visit's row.

**Select Visits to Archive**

Archive	CaseID	VISIT_DATETIME	FMP	SSAN	LASTNAME
No	C8C8C81A:200107180907	7/18/2001 9:07:34 AM	20	032256448	demer

**Display Visits**

From  To

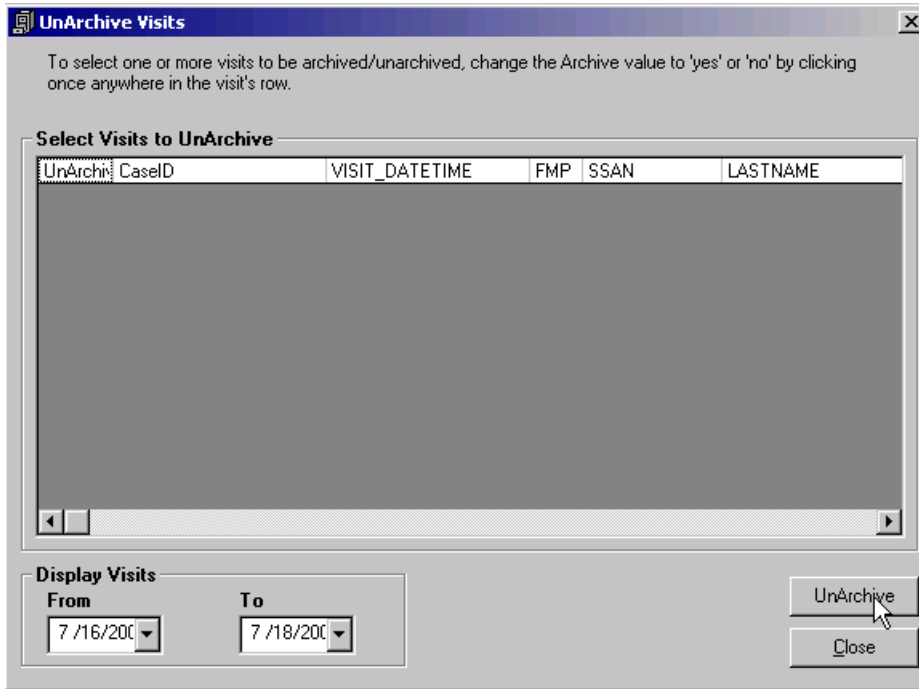
Archive

Close

## Archive Visit:

This allows you to remove a specific visit without removing the patient from the database. This is commonly used to remove "practice" sessions from the working database. Use the Display Visits pull down menu to display all the visits in question, then click on the visit or visits you want to remove from the active database and click the Archive button.





The dialog box is titled "UnArchive Visits" and contains a close button (X) in the top right corner. Below the title bar, there is a text instruction: "To select one or more visits to be archived/unarchived, change the Archive value to 'yes' or 'no' by clicking once anywhere in the visit's row." Below this instruction is a section titled "Select Visits to UnArchive" which contains a table with the following columns: "UnArchive", "CaseID", "VISIT\_DATETIME", "FMP", "SSAN", and "LASTNAME". The table body is currently empty. Below the table is a "Display Visits" section with "From" and "To" date pickers, both showing "7 /16/200". To the right of the date pickers are two buttons: "UnArchive" and "Close". A mouse cursor is pointing at the "UnArchive" button.

**UnArchive Visits**

To select one or more visits to be archived/unarchived, change the Archive value to 'yes' or 'no' by clicking once anywhere in the visit's row.

**Select Visits to UnArchive**

UnArchive	CaseID	VISIT_DATETIME	FMP	SSAN	LASTNAME
-----------	--------	----------------	-----	------	----------

**Display Visits**

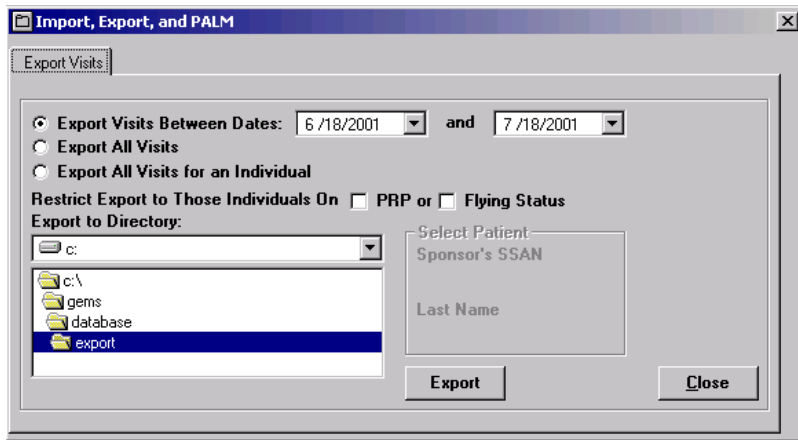
From: 7 /16/200 To: 7 /18/200

UnArchive Close

## Unarchive Visit

-Allows you to restore a patient visit (s) to the active database after you have archived them. hi-light the file by clicking on it once and click the Unarchive button, then click the close button.





## Visit Import/Export:

### Export Visits:

This allows you to export visits for a specific time period or All Visits from the entire database. (Commonly used to populate a new GEMS computer from another).

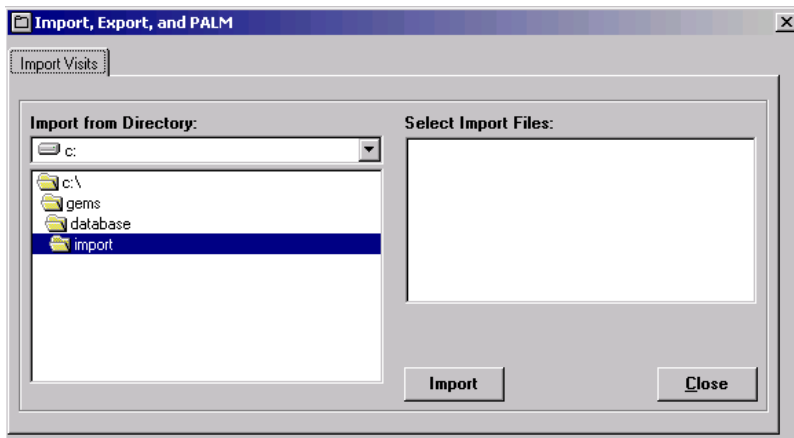
Export All visits is also the common way to export data for transfer to other agencies for analysis.

## Visit Import/Export:

### Export Visits for an individual:

This allows you to export visits for a specific patient.

Commonly used to create a "electronic medical record" to be used to update a GEMS computer at another location..



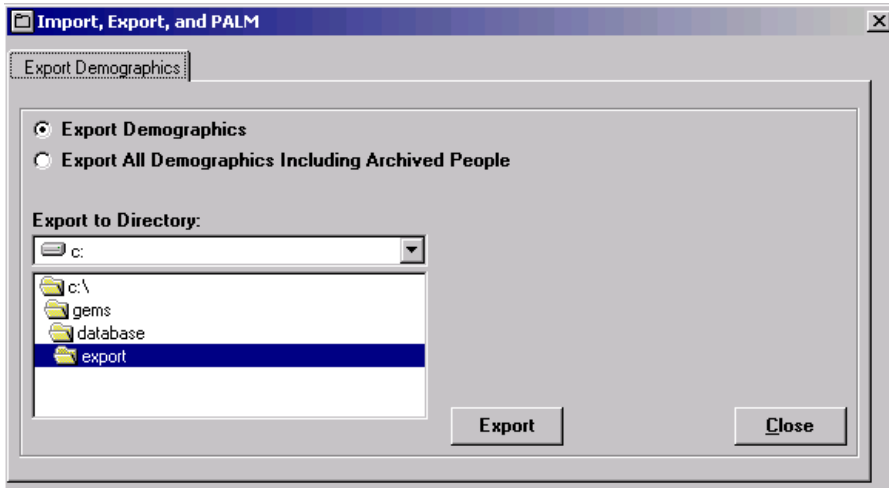
## Visit Import/Export:

### Import Visits:

This allows you to import visits into your database.

(Commonly used to populate a new GEMS computer from another).

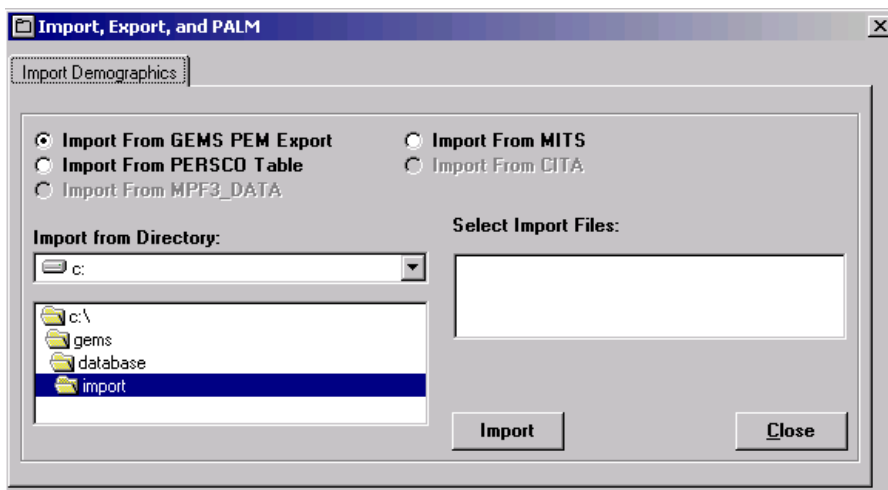




## Demographics Import/Export:

### Export Demographics:

This allows you to export demographic information or all demographic information including archived patients. (Commonly used to update one GEMS computer from another).



## Demographics Import/Export:

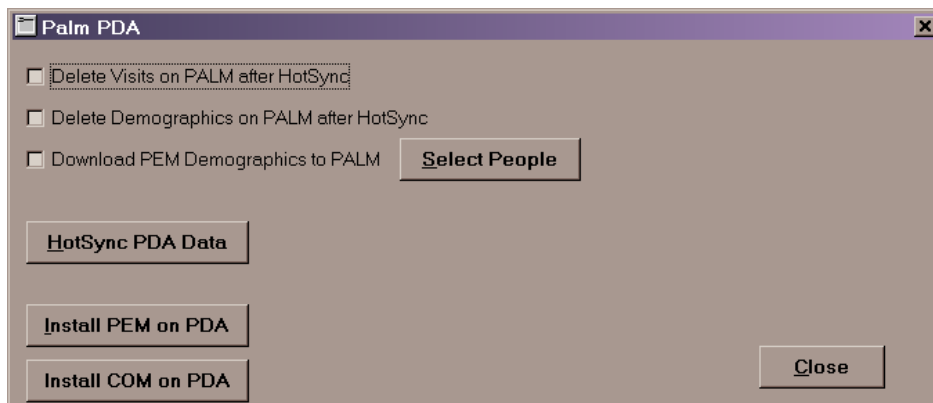
### Import Demographics:

This allows you to import demographic information from another GEMS PEM computer; data from a PERSCO Table; or demographic information from MITS/CITA. (Commonly used to update one GEMS computer from another).

Note: You can choose where you want to import the data from, use the file browser to find the appropriate directory.







Press the HotSync PDA Data button to exchange between the PDA and the host computer. PDA Provider information is updated during each HotSync.

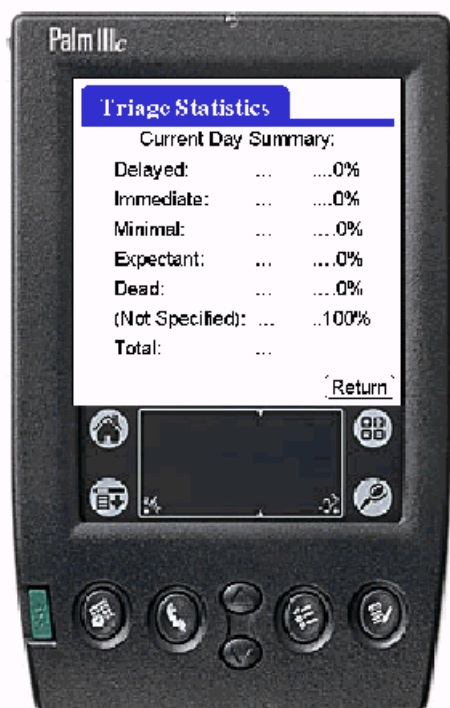
### **Palm PDA interface:**

Selecting the Palm PDA tab, opens this page which allows you to perform PEM maintenance. From this page you can delete or exchange information by checking the appropriate boxes and then clicking the HotSync PDA Data button.

Selecting the Palm PDA tab, opens this page which allows you to perform PEM maintenance. From this page you can delete or exchange information by checking the appropriate boxes and then clicking the HotSync PDA Data button.

**For more in-depth information on the Palm application refer to the Palm/PDA Chapter on page 56.**





## Recommended Use during a Crisis:

The Hand Held PEM does **NOT** have a dedicated Crisis Mode like the PC based PEM. Instead, you may include as much or as little information that time allows to any visit or encounter.

**It does have a Triage Tracking system.**

## At minimum we recommend:

Dx: Diagnosis Page

Ds: Disposition Page

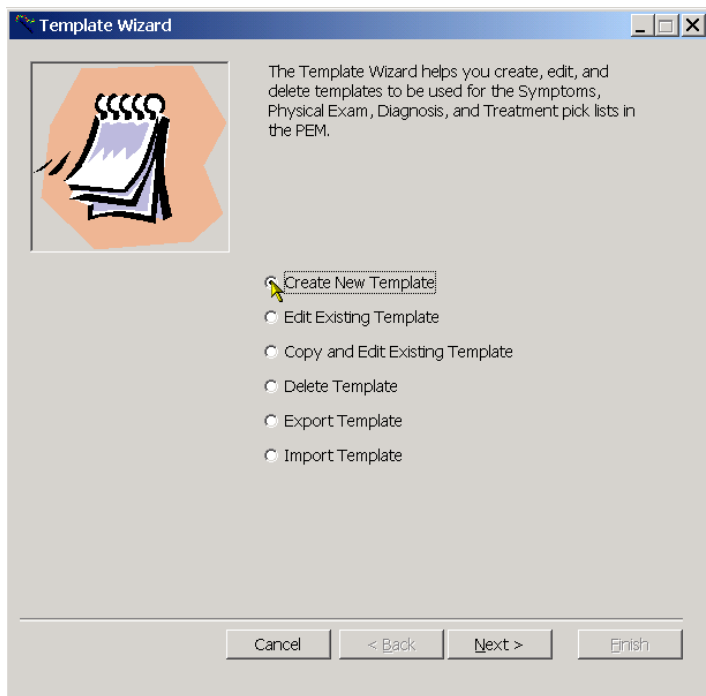
Triage is recorded on the Ds: or Disposition Page.

With Tx: Treatment and Sx: Symptoms as time allows.

**For more in-depth information on the Palm application refer to the Palm/PDA Chapter on page 56.**

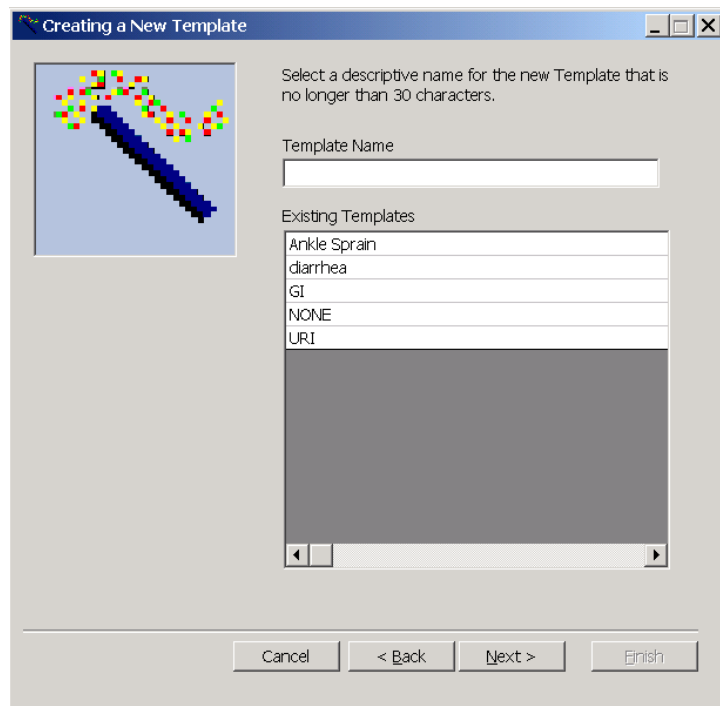


# Patient Encounter Module



To create a new template choose the create new template radio button, then press the next button.

Choose a unique name for the template, click the next button.



## Symptoms:

Select the items you want in your template and hit the right arrow button to move them into your template. If you select a symptom category, the entire category will be added to the template. For Example: If you click the box for the General Category the entire category will be added as opposed to clicking the plus sign to the left of the Category title and expanding the category tree and clicking the box next to the items within the category tree.

Once you have selected the item(s) you want, click the arrow button to add them into your template. You will notice the Categories will be added as well, but if you click the plus sign to the left of the category name in the new template-only the items you selected will be available. This process allows you to create visit templates to meet your unique patient or mission needs.

Exam, Diagnosis, and Treatment screens: Follow the same procedures as outlined for adding Symptoms to your template.

Finish Screen: Click the Finish button to create your new template. Or click the back button to make changes.

**Symptoms Template: new**

Symptoms Template Creation: Select the items you want in your template and hit the right arrow button to move them onto your template. If you select a symptom category, the entire category will be added to the template

Full Symptoms Selection

The Symptoms Template

- ☐ INJURY, COMBAT
  - ☐ Aircraft Accident
  - ☐ Aircraft Ejection
  - ☐ Amputation
  - ☐ Blast Injury
  - ☒ Blunt Trauma
  - ☐ Burn Injury
  - ☐ Chemical Agent Exposure
  - ☐ Crush Injury
  - ☐ Ear Discharge, Clear
  - ☐ Gunshot Wound
  - ☐ Landmine Injury
  - ☐ Laser Eye Injury
  - ☐ Laser Injury
  - ☐ Multiple Trauma
  - ☐ Nerve Agent Exposure
  - ☐ Radiation Exposure
  - ☐ Shrapnel Wound

Select All Delete All

Cancel < Back Next > Finish

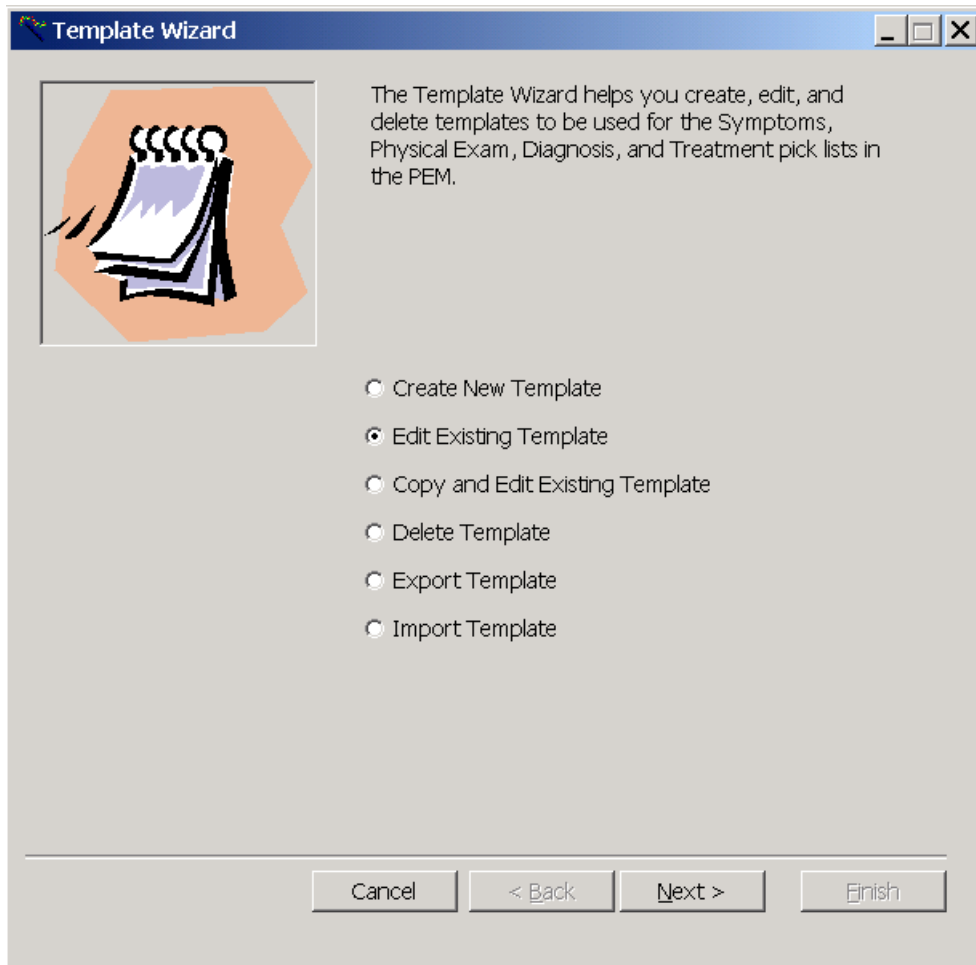


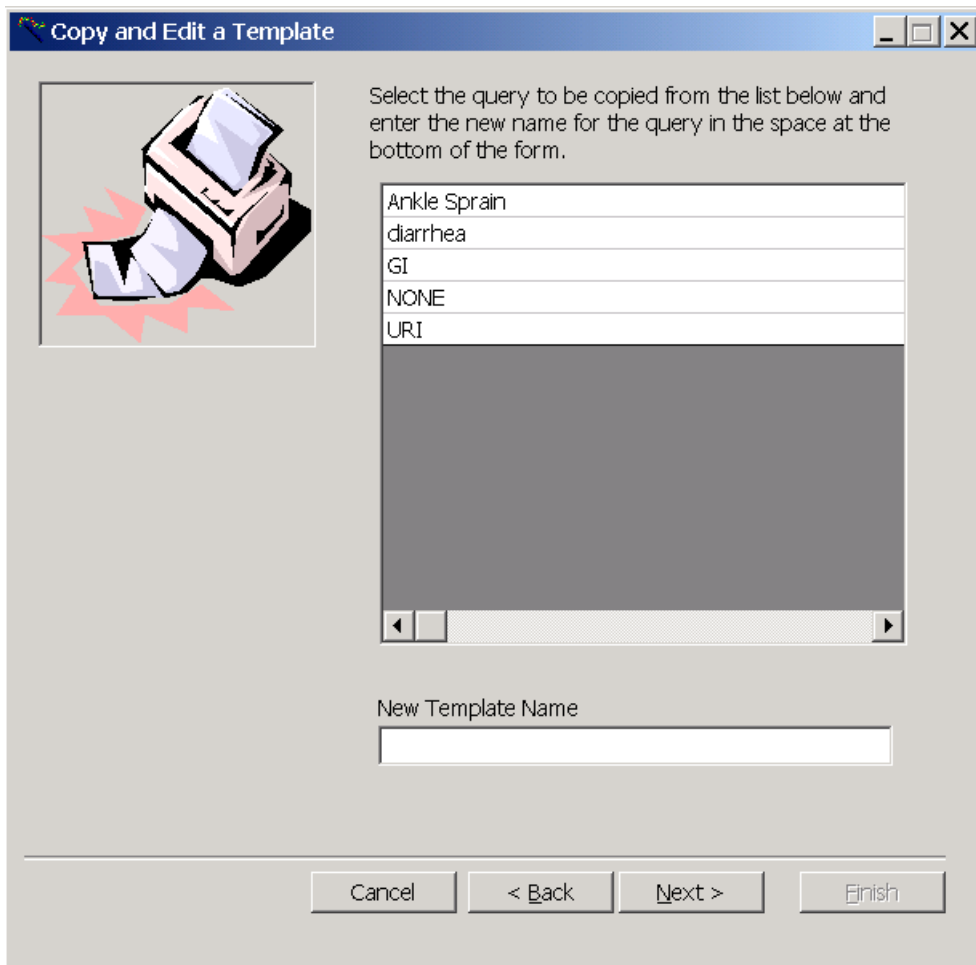
Edit a template:

Click the Edit Template radio button, then press the next button.

Select the existing template you wish to edit, click the next button

The Symptom, Exam, Diagnosis, and Treatment screens will appear in succession, make changes as appropriate. Finish Screen: Click the Finish button to create your new template. Or click the back button to make changes.





Copy and Edit a Template

Select the query to be copied from the list below and enter the new name for the query in the space at the bottom of the form.

Ankle Sprain  
diarrhea  
GI  
NONE  
URI

New Template Name

Cancel < Back Next > Finish

## Copy and Edit a Template:

If you need to create a template based on an existing template use this option.

Click the Copy and Edit Template radio button, then press the next button.

Select the existing template you wish to use as the basis for your new template by clicking it once, then type in a new and unique name for your new template. Click the next button

The Symptom, Exam, Diagnosis, and Treatment screens will appear in succession, make changes as appropriate. Finish Screen: Click the Finish button to create your new template. Or click the back button to make changes.

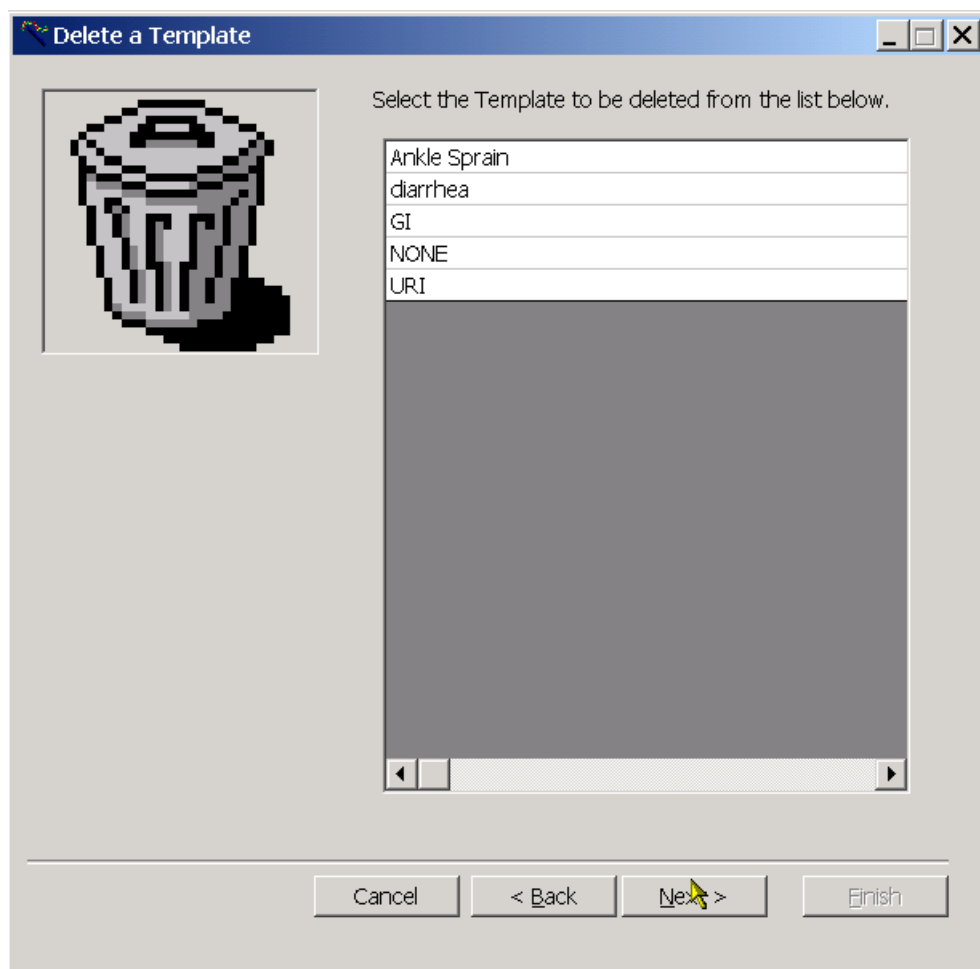


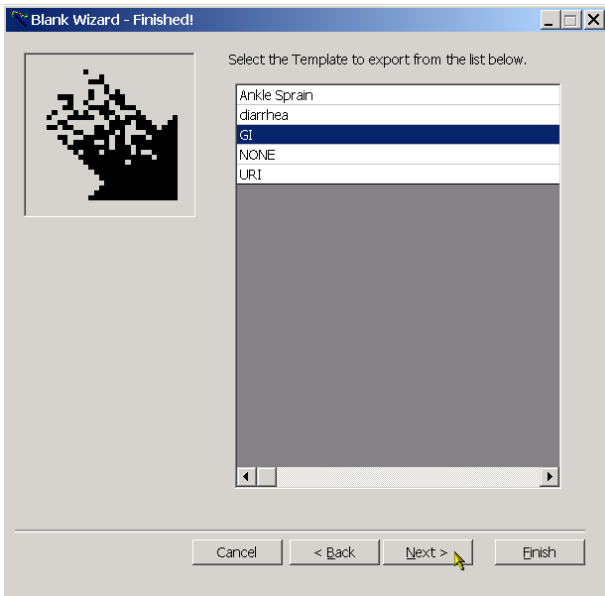
# Patient Encounter Module

Delete a template:

To delete a template, Click the Delete Template radio button, then press the next button.

Click the Finish button to delete template.



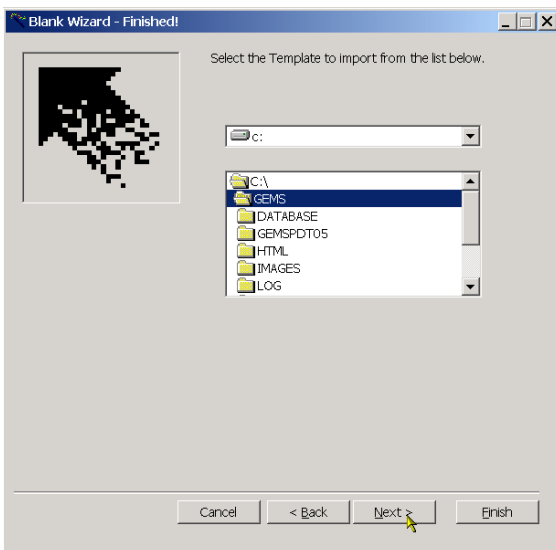


To Export a template: Click the Export Template radio button, then press the next button

Select the template you wish to export, click the next button.

Choose the appropriate drive and subdirectory you wish to export the template to.

Select the template you wish to export, click the next button.



To Import a template: Click the Import Template radio button, then press the next button

Choose the appropriate drive and subdirectory you wish to import the template from.

Select the template you wish to import, click the next button.

Remember. You can only import templates than have been created with GEMS PEM and exported using the Export Template function. Note: Templates are stored internally, that is, within the GEMS PEM system and cannot be opened or copied without using the Template pull-down menu within the GEMS PEM program.





1 - Enter the patient's SSAN in the SSAN block and hit return,  
If the patient is already in the database the patients' demographic information will appear in the appropriate blocks and sections of the patient information page.

2a - Or type in the first letters of the patient's last name in the last name block and hit enter, this will bring up the Patient List pop-up menu.

2b - Select the appropriate patient by clicking on the patient once and click the exit button to close the patient list box.

\*Note, if the patient is not in the database you can click the new patient button and enter the patient's demographic data into the database from the Patient Information Page.

3 - Verify the patient's information,

4 - Click the Outpatient Visit button on the right side of the page, this will activate the Outpatient Visit Page.

**Demographics and DD 2766 (Medical History)**

**Personal Information**

FMP: 20 Sponsor SSAN: [Redacted]

Last Name: [Redacted]

First Name: [Redacted]

MI: [Redacted] Suffix: [Redacted]

Sex: M DOB: [Redacted] (MM/DD/YYYY)

Ethnic/Race: [Redacted]

Marital Stat: [Redacted]

Rank: [Redacted]

Status: Active Duty

☐ MTF Employee ☐ On Flying Status  
☐ Unidentified Person ☐ On PRP

**Deployment Information**

Date Arrived in AOR: 7/22/2007

Unit: 1ST AIR EVAC

Installation: ALI AL SALEEM

Service: Air Force

Country: AUSTRALIA

Occupation: [Redacted]

AFSC/MOS: [Redacted]

**Home Assigned Unit**

Unit: [Redacted]

Installation: [Redacted]

Country: United States

Phone: [Redacted]

**GEMS Entries**

To view this patient's previous visits, double click the GEMS Entries box. From there, you can view the SF600 or AF3899 from a previous visit.

**Buttons:** Patient ID, DD 2766 Data, Save, Outpatient Check-In, Outpatient Visit, DD 2766, Export 2766, Clear Form, Return to Main Screen

External ACCESS md



5 - Enter the chief complaint the patient has by typing it in the chief complaint box OR click the pull down menu button on the right side of the chief complaint box, a list of common complaints will appear, select the complaint that matches your patients remarks by clicking on it once.

6 - Enter the duration of the complaint into the duration boxes just under the chief complaint box. The note icon next to the duration boxes allows you to provide additional information if necessary, this info will be included in the SF600 SOAP note.

6a - If the patient has more than one complaint,

6b - Select or enter the first complaint, enter the appropriate duration information into the duration boxes, then click the save file icon next to the complaint list box, this will save the complaint and allow you to add more complaints to this patients visit.

6c - If more than one complaint is recorded the complaint list will allow you or another provider to scroll through the complaints in the order they were recorded.

\*Note: By double clicking in the complaint list you will activate a complaint history pop-up window, this displays the history of the complaints this patient has been seen for.

7 - Enter the patients vital signs information into the vital signs section, if you record more than one set of vitals during a single visit, use the save file icon to record more than one set of vitals during the visit.

**Outpatient Visit**

FMP: 20 SSAN: 534495464 Hamner, Corin

Chief Complaint:  ALLERGIES

Template: NONE

Symptoms:

- ☒ GENERAL
  - ☐ Normal
  - ☐ Appetite Loss
  - ☐ Bleeding, General
  - ☐ Chills
  - ☐ Disoriented, Confusion
  - ☐ Dizziness
  - ☐ Exhaustion
  - ☒ Fatigue
    - ☐ Negative
    - ☒ Note
  - ☐ Fever
  - ☐ Itching
  - ☐ Malaise, Lack Of Health
  - ☐ No Symptoms Present
  - ☐ Other Comment
  - ☐ Prostration

Physical Exam:

- ☒ ABDOMEN
  - ☐ Normal
  - ☐ Abdomen
  - ☐ Abrasion
  - ☐ Avulsion
  - ☐ Blister
  - ☐ Blue
  - ☐ Bowel Sounds Absent
  - ☐ Bowel Sounds Hyperactive
  - ☐ Bowel Sounds Normal
  - ☐ Bowel Sounds Reduced
  - ☒ Bruise
    - ☐ Negative
    - ☒ Note
  - ☐ Burn, 1st Degree
  - ☐ Burn, 2nd Degree
  - ☐ Burn, 3rd Degree
  - ☐ Circumcised

Vital Signs:

Sys	Dia	Pulse	BTemp	Resp	Date Ta
222	222	22	222	22	

Physical Exam Image:

Right Sidebar:

- 2766 Data
- Sx/Hx
- Dx/Rx
- Save Visit
- Select Patient
- Edit 2766
- Start\_Visit
- Outpatient
- Continue
- Follow-Up
- Review
- SF 600
- Return to Main Screen

Connection: External ACCESS md Visit Time: 07/23/2001 10:53

8 - Visit Type. Select the type of visit, the choices are initial , follow-up, Flight Medicine, etc.

9 - Treatment location. This is the deployed location or treatment facility.

10 - Symptom. The left side of the page hosts the Symptom section, this consists of a symptom tree loosely organized by major systems (branches) plus injury classifications to include contamination. Click on the check box next to the branch to expand the branch and select the appropriate symptoms. To select the symptom, click on the check box next to the symptom, this will in-turn expand the symptom branch to provide for a negative (pertinent negative) result and/or a note attached to each symptom-this note will be added to SOAP note on the SF 600.

\*Note: The check box below the Symptom section allows you to filter out all symptoms not checked. In other words, to show only the symptoms selected.

11 - Physical Exam. The Physical Exam tree and Image (The picture of the body) are a simple and quick method to select an exam on a particular body part or system. There are over 1500 different physical exam choices, clicking on the body part of the image filters out all the other choices and presents only the physical exam appropriate for that body part or system. Those choices are located in the physical exam list located in the middle column of the Visit and Examination page. Click the check box next to the exam selection, this will select and expand that branch to provide a note attached to each exam selection-this note will be added to SOAP note on the SF 600.

\*Note: The check box below the Physical Exam Section allows you to filter out all exams not checked. In other words, to show only the exams selected.

12 - Click on the Diag-Treat button on the right side of the page. This activates the Diagnosis and Treatment page.



13 - Diagnosis and Treatment. To select a diagnosis from the Diagnosis Tree on the left side of the page, click the check-box next to the major system, this will expand the branch to reveal the applicable ICD 9 codes and common nomenclature. To select the diagnosis click on the check box next to the diagnosis, this will expand the branch expand that branch to provide a note attached to each diagnosis-this note will be added to SOAP note on the SF 600.

14 - Treatment. To select a treatment regimen from the Treatment Tree on the right side of the page, click the check-box next to the major system or injury type, this will expand the branch to reveal the most common treatments. To select the treatment click on the check box next to the treatment, this will expand the branch expand that branch to provide a note attached to each treatment-this note will be added to SOAP note on the SF 600.

15 - Medications. Click on the Rx icon to activate the Formulary Search page. This page allows you to perform a type-down search for a medication. Type in a word or partial word in the top text box, the list will update with either a medication that starts with or contains the letters or words you typed in the text box. You can specify the search by clicking the Begin with or Contain buttons. Select the medication by clicking the check box next to the medication. You can change the dose and amount by typing in the appropriate info in the boxes provided. You can view the entire medication history by double clicking the Medications List box next to the Rx icon.

16 - Disposition. Click on the arrow icon next to the Disposition list box activate a pick list of the most common dispositions, in addition you can enter new dispositions not commonly listed. You can order tests by clicking on the Orders button. Additionally, you can record DNIF, days of quarters, limited duty days, hospitalized and PRP suspension. Triage categories are also available similar to the triage system in the Crisis Mode.

17 - If you haven't saved this visit, please do so now by clicking on the SAVE button on the right side of the page. To print a hard copy of the visit on the SF 600, press the SF 600 button.



# Theater Epidemiological Module

## Theater Epidemiological Module (TEM) Concept.

GEMS TEM enables force protection through expeditionary population health management using automated aggregation and analysis of patient and environmental data. The TEM provides the maximum amount of flexibility when evaluating information.

TEM 2.5 information is broken down into 3 layers: the AOR or Area Of Responsibility; the Treatment Location, and the Data Source. The definitions of these levels are dependent upon the user.

The definition of each level changes according to your place in the chain of command. For example, if you are assigned to a deployed MTF you might define the base as an AOR, the MTF as a Treatment location, and each of the clinics within the MTF as data sources.

The most common definitions of the levels are as follows:

### NEW ITEM:

**All data imported into the TEM is automatically placed in the default AOR called "My AOR". This AOR cannot be deleted and serves as a starting point for your analysis. You can create your own AOR's and assign specific MTF's and data sources to meet your particular mission needs.**

## Tem Setup

The TEM is directly linked to the PEM; therefore you MUST setup the PEM correctly.

Using the setup button on the PEM main page click the Location Tab, then devise a name for your location. This name will be used to identify your location globally, so... a name such as "acute care" is not appropriate. A good name would be 49mdg ER, 49 mdg FSO, etc...

Remember, once you have changed any item in the PEM setup page you MUST exit and restart the application for the changes to take affect.

PEM Setup and Configuration

Location

**MTF / Treatment Location**  
This 20 Character name must distinguish you from all other clinics world-wide. Please be specific

LANGLEY AFB

Location  
1 ST Medical Group Deployed

DMIS  
1609 - 1ST MEDICAL GROUP (TOE)

Latitude Longitude

Acquire GPS

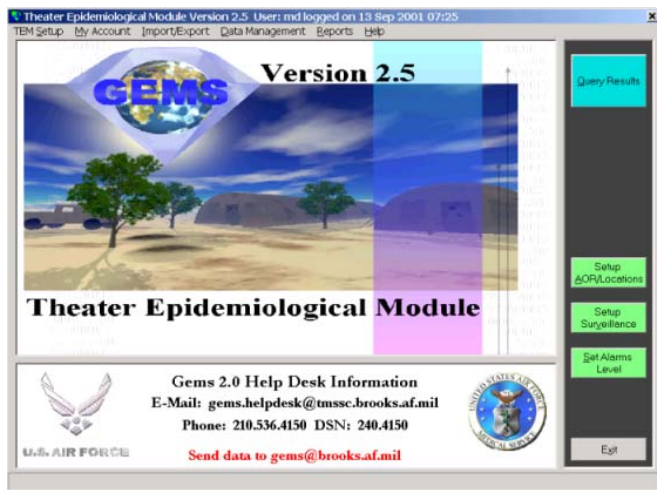
Save

Close

**If you do not correctly identify your treatment locations within your PEM workstations the TEM will not be able to analyze the data correctly, to quote " garbage in-garbage out".**



# Theater Epidemiological Module



## First time startup of the TEM

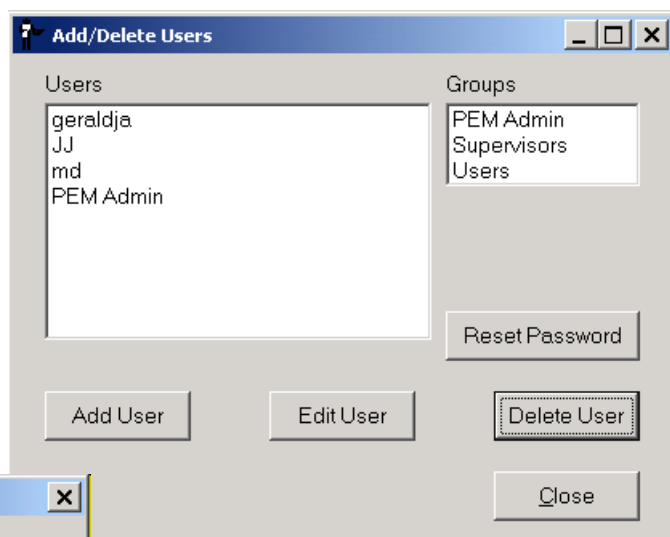
Use the TEM Setup pull down menu to create an account for yourself, you will NOT be able to activate the watch board using the pem admin account. Select the Security/User accounts option to activate the Add Users screen. Once you have created your account, exit the application and restart the TEM.

## Add User

You **MUST** give the user permission to gain access to the appropriate functions of the TEM.

A supervisor can import data, create new queries, and create reports.

A **PEM admin** can do all of the above and add new users.



**Now you need to close the TEM and log in as the user you created.**



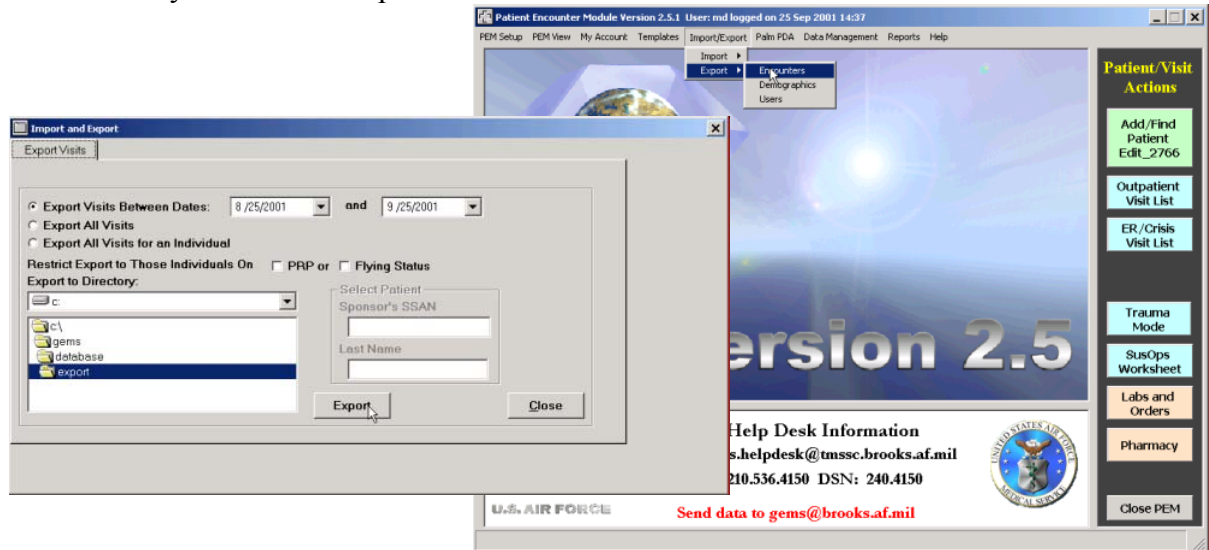


# Theater Epidemiological Module

## Importing data from the PEM part 1.

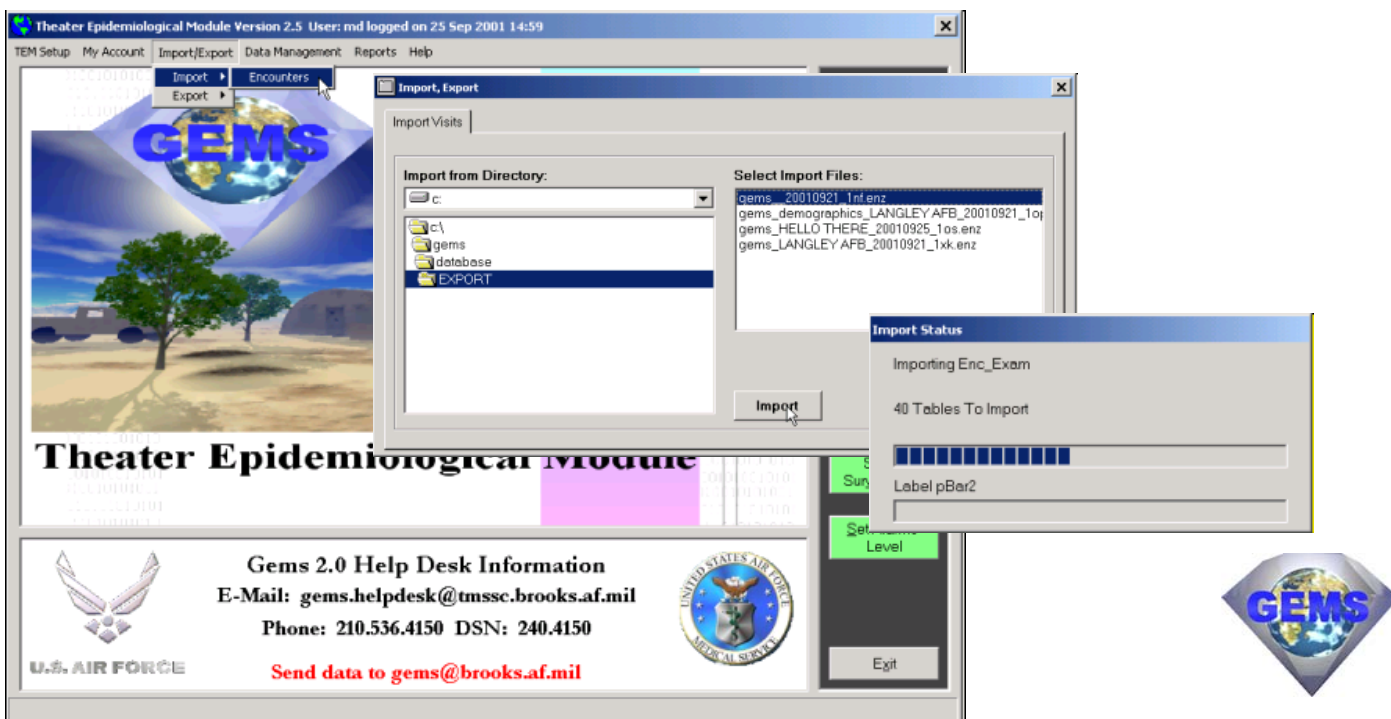
Activate the PEM, use the pull down menu to Export Encounters and choose Export All Visits or Export Visits Between Dates (choose the time period you want to include). The default location for the export file is C:\gems\database\export but you can change the export location to meet your needs such as the A:\ drive.

Close the PEM after you have accomplished this.



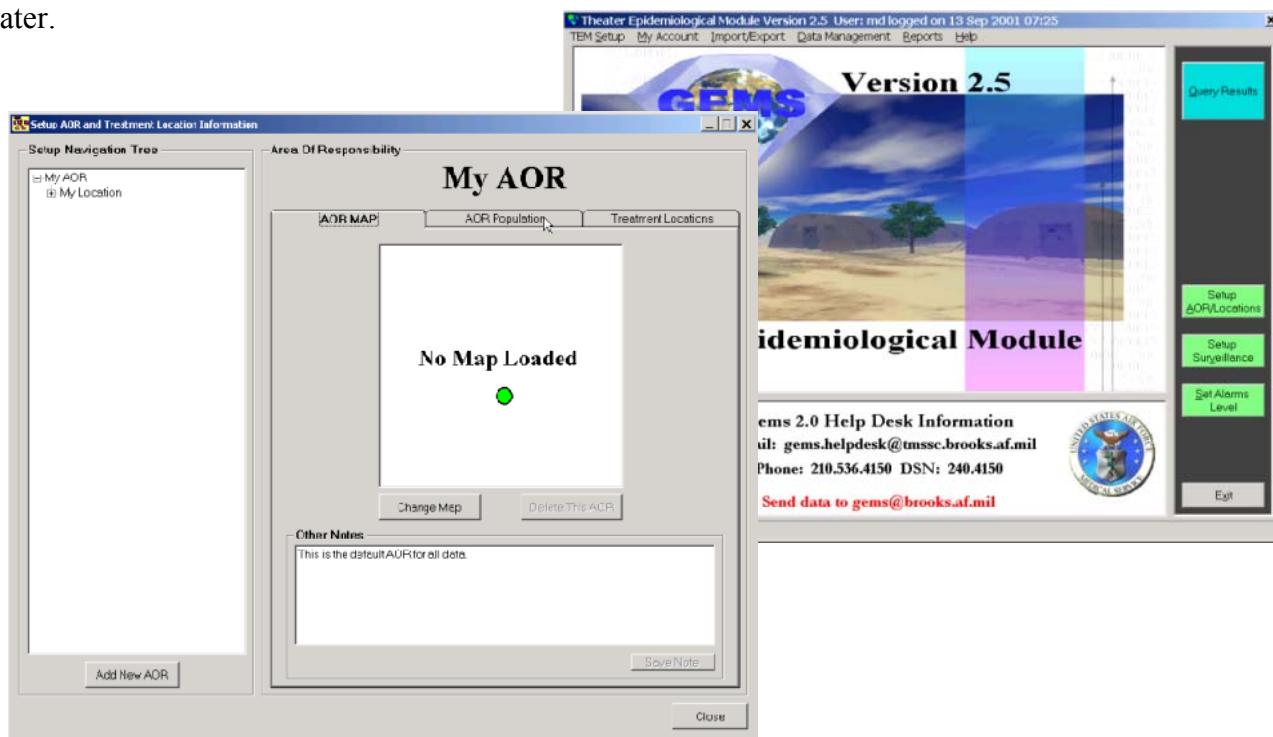
## Importing data from the PEM part 2.

Activate the TEM, use the pull down menu to Import Encounters and choose the location you saved the PEM export file to. Select the file and click the Import button-- a progress popup box will show you the progression of the data being imported into the TEM. Once the process is complete the Import Complete popup will appear to let you know the import was accomplished. Click OK



# Theater Epidemiological Module

You are almost ready to look at your data but first you need to provide a little more information on your AOR and location so the reports and analysis will have relevance or make sense. Click the Setup AOR/Locations button. The Setup AOR and Treatment Location Information screen will appear, click the AOR Population tab (don't worry about the map right now we will discuss that issue later).



Total Population			
US Military	US Civilian	Foreign Nat. Coalition Mil	Foreign Nat. Coalition Civ
544	15	0	0
Other Military	Other Civilian	Opposition Military	Opposition Civilian
0	0	0	0

Female Population			
US Military	US Civilian	Foreign Nat. Coalition Mil	Foreign Nat. Coalition Civ
22	0	0	0
Other Military	Other Civilian	Opposition Military	Opposition Civilian
0	0	0	0

Population History:					
Date	Beds	Total	US Mil	US Civ	Coalition Mil
9/25/2001	0	559	544	15	

From here you will provide the number of personnel (and what type) assigned to your AOR, you can obtain the numbers from your local PERSCO personnel. Make sure you click on the "From:" box; this will assign the population a specific date to allow your analysis to adapt the queries when you add or subtract personnel in the future (most locations are in constant flux--thus knowing how many personnel are or were located at a specific location and at what time is very important). After you have provided the numbers, click the disk icon to save the population numbers with a specific date. Click the Close box.

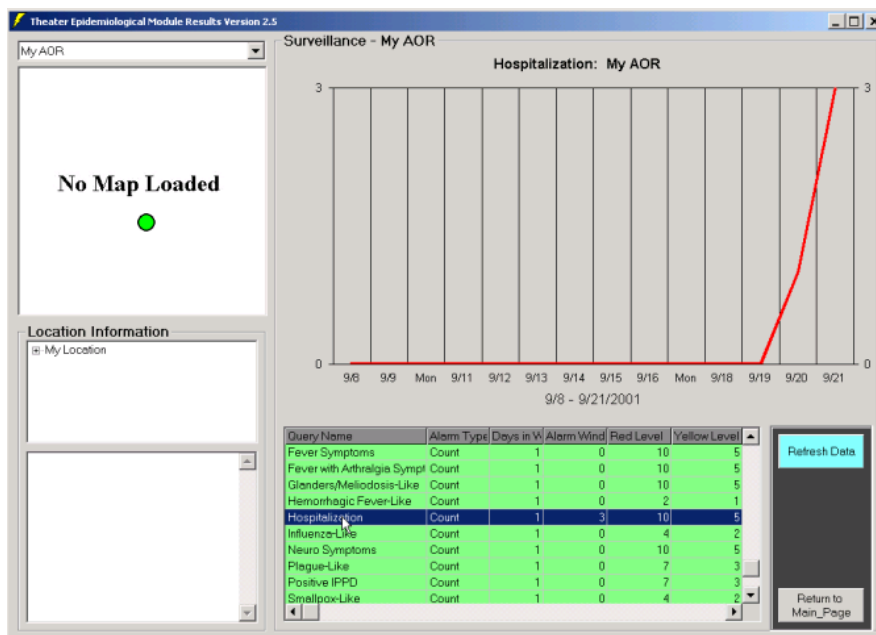
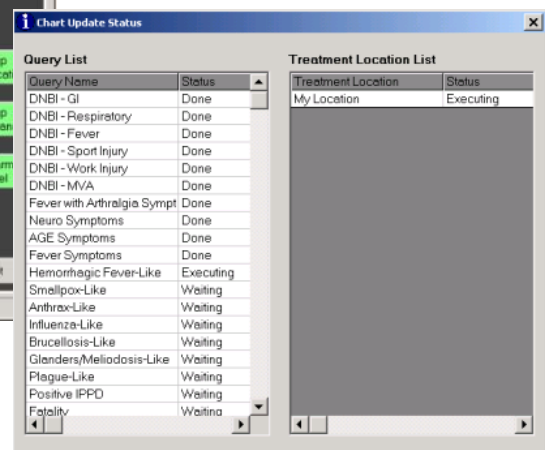
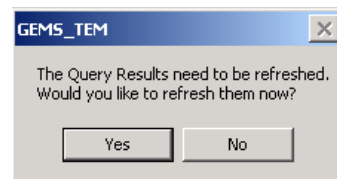
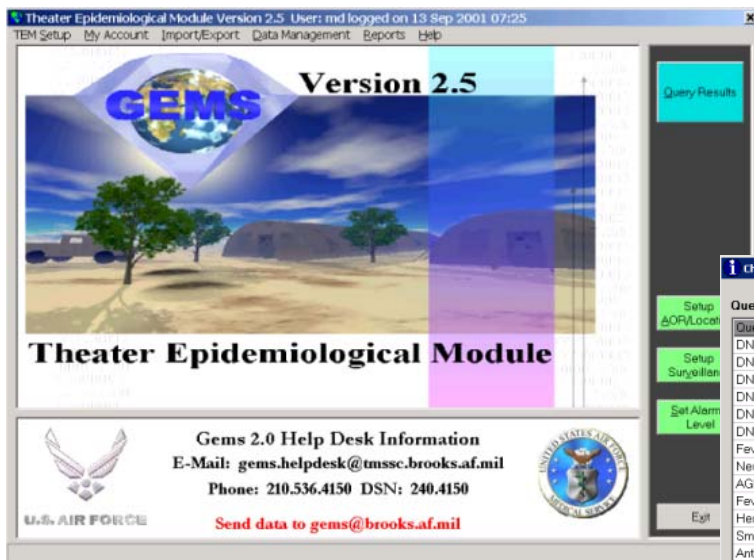




# Theater Epidemiological Module

Now you are ready to take your first look at your data.

Click the Query Results button: A popup box will appear to remind you the Query Results need to be refreshed, click the Yes button. The Chart Update Status screen will appear, this provides you feedback on the queries being generated--when this process is complete the Watchboard will appear.



The Watch board: Here is your first look at your data on the watch board. The upper right side of the screen shows the graphs. Click on one of the queries to change the graph.

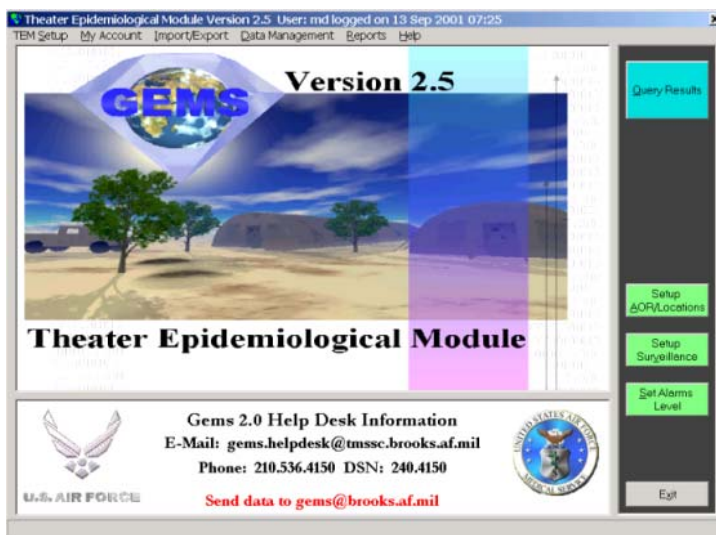
Congratulations you have successfully set up the TEM. You can now begin analyzing data from your PEM.

Good Hunting!



## TEM Activation Checklist:

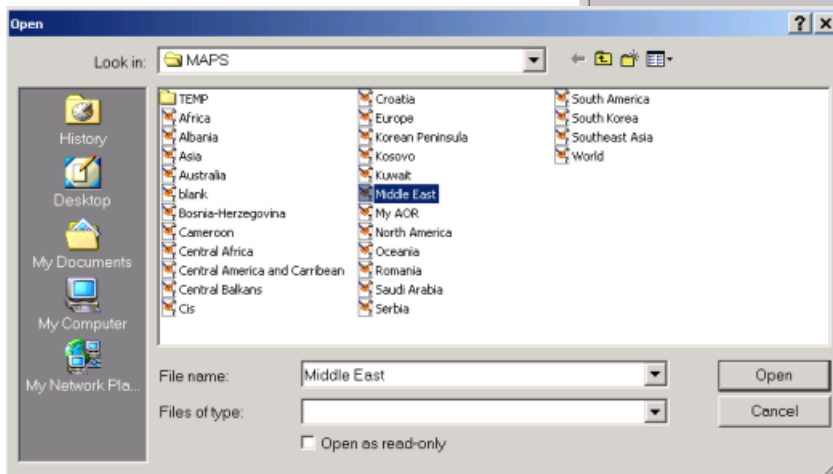
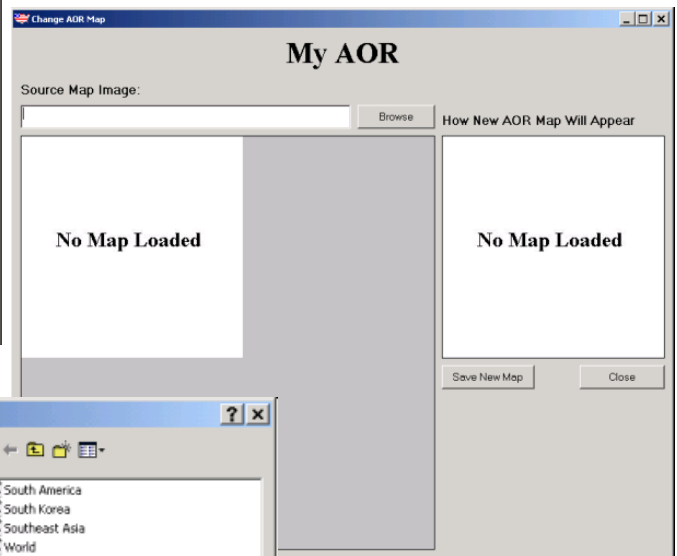
1. Activate the PEM (Ensure the PEM has a unique name assigned)
2. Activate the TEM login as “pem admin” password “pemuser2.5”
3. Use the TEM Setup pull down menu to create an account for yourself, you will NOT be able to activate the watch board using the “pem admin” account. Once you have created your account exit the application and restart.
4. Activate the PEM, use the pull down menu to Export Encounters and choose Export All Visits or Export Visits Between Dates (choose the time period you want to include). Close the PEM.
5. Activate the TEM, use the pull down menu to Import Encounters and choose the location you saved the PEM export file to. Select the file and click the Import button.
6. Click the Setup AOR/Locations button. The Setup AOR and Treatment Location Information screen will appear, click the AOR Population. Provide the numbers of personnel (and what type) assigned to your AOR. Make sure you click on the From: box, this will assign the population a specific date to allow your analysis to adapt the queries when you add or subtract personnel in the future. Click the Close box.
7. Click the Query Results button: A popup box will appear to remind you the Query Results need to be refreshed, click the Yes button.
8. The Watch board: The upper right side of the screen is the shows the graphs. Click on one of the queries to change the graph. Congratulations you have successfully set up the TEM. You can now begin analyzing data from your PEM.



# Theater Epidemiological Module

## Change Map

Press the **Change Map** button, a pop up window will appear, use the browse button to find the map that you want, a set of general info maps have been provided. Once you have selected the map click the Save New Map button, then click the Close button. The Map will appear and you will be ready to place your MTF Location marker(s) where you want on your map



## Adding Your Own Maps

All images must be in windows bitmap format or have a ".bmp" extension--in other words .jpgs or .gifs will not work.

Image size is also important. The minimum image size should be at least 320 pixels by 320 pixels. If the image is larger (such as 640x480) the TEM will compress the file to 320x320 format. The inverse is also true if you load an image with a size of 180x200, the TEM will enlarge the image to 320x320 this could result in the file being blocky or "pixelated". It is also a good idea to place the images in the "c:\gems\maps" directory, in case you need to use the file for a new or different AOR.





## Location Markers.

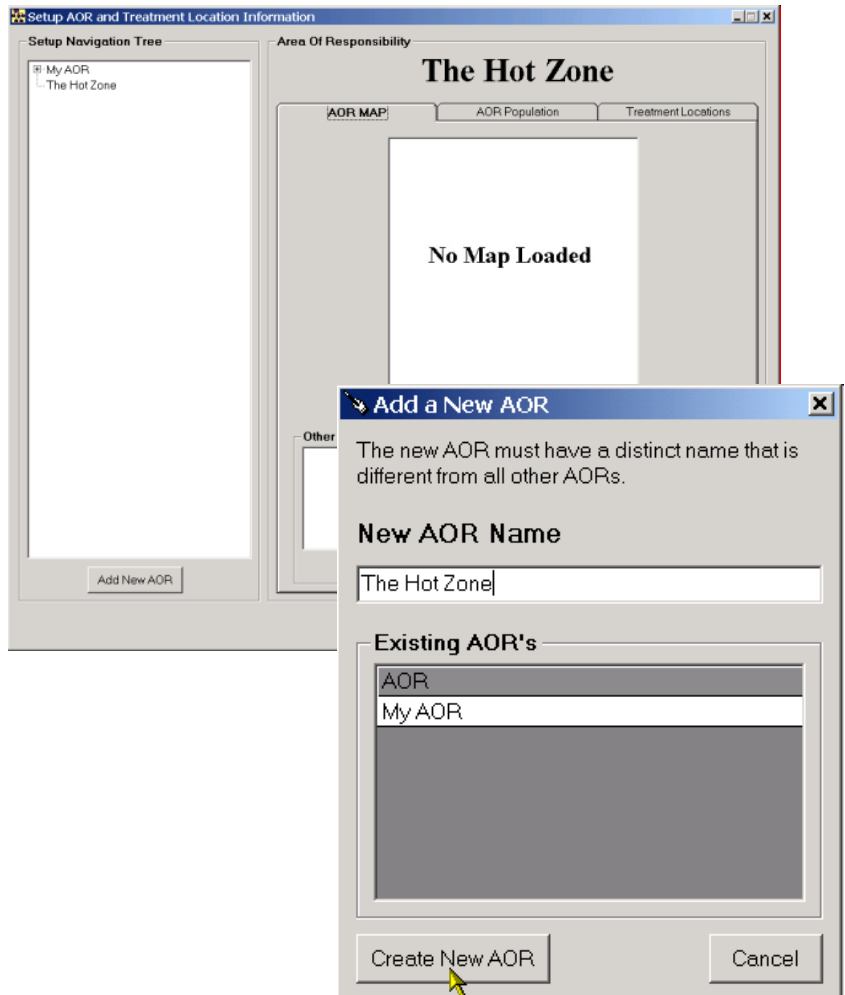
Now that you have changed your map you will notice a green dot on the map, when you place your mouse cursor over the dot the name of your location will appear.

If you want to move the marker to a different location on the map--click and hold the left mouse button and drag the marker to the desired location.

## Adding a NEW AOR

Click the Add New AOR button at the bottom left side of the screen, this brings up the Add a New AOR request box. Type a unique name for your new AOR in the text box under NewAOR Name, then click the Create New AOR button. The Setup AOR and Treatment Location Information screen will be updated with your new AOR.

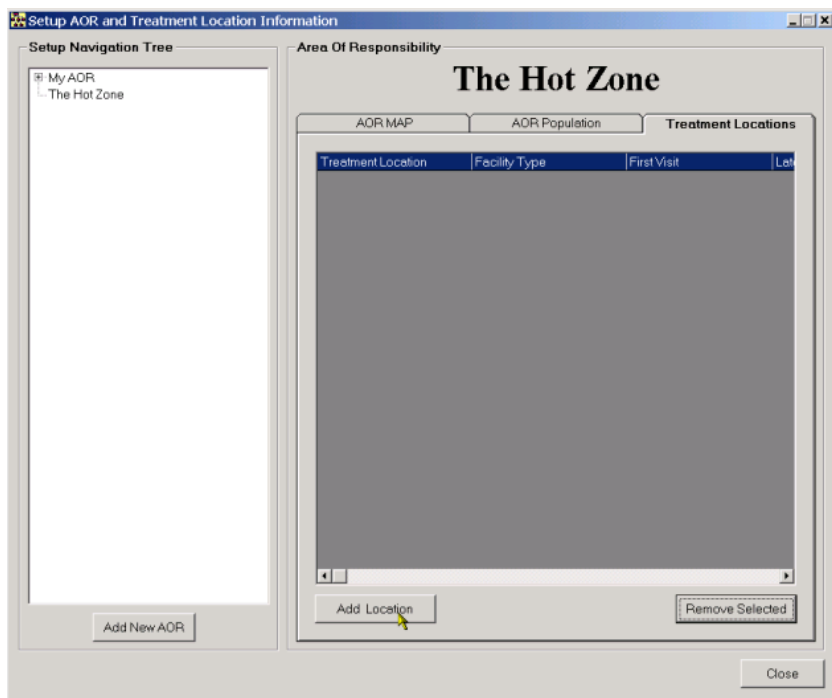
Now you need to add a treatment location(s) to your AOR.



# Theater Epidemiological Module

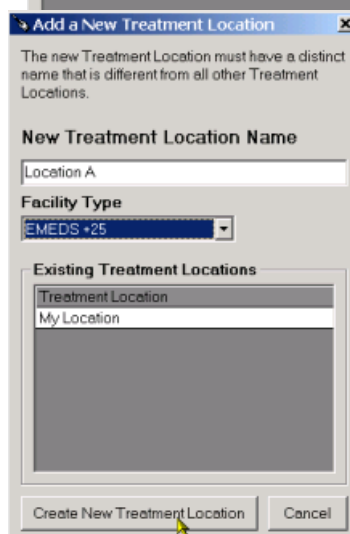
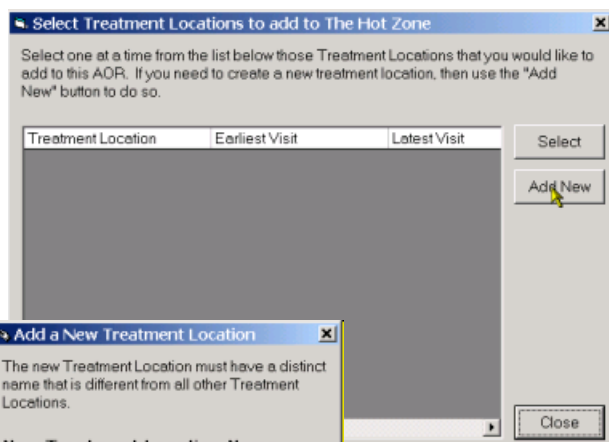
## Adding a Treatment Location

Click the **Add Location** button. This brings up the **Select Treatment Locations to add to the AOR** request box.



Click the **Add New** button. This brings up the **Add a New Treatment Location** request box. Type a unique name for your new treatment location in the text box under **New Treatment Location Name**, choose a **Facility Type** from the pick list provided. Click the **Create New Treatment Location** button, then click the close button on the **Select Treatment Locations to add to the AOR** request box.

The Setup AOR and Treatment Location Information screen will be updated with your new Treatment Location. Next, you will need to add data sources.



## Adding Data Sources to a Treatment Location

On the left side of the screen you will see your new AOR, if you click the little + symbol on the left side of the AOR name the new location your created will appear below the AOR. Click the location name--it will reveal the Treatment Location information. You can edit the Contact Information (be sure to click the save button after making any changes to the Contact Information box.

Click the Population Tab, update the population numbers as required, be sure to provide a date in the From: box and click the disk icon to save the data.

Click the Data Source Tab, here you can see what data sources are associated with your treatment location(s). Click the Add Data Source button.

**Setup AOR and Treatment Location Information**

**Setup Navigation Tree**

- My AOR
  - The Hot Zone
    - Location A

**Area Of Responsibility**

**The Hot Zone**

**AOR MAP** | AOR Population | Treatment Locations

Change Map | Delete This AOR

**Other Notes**

Save Note

Add New AOR

Close

**Setup AOR and Treatment Location Information**

**Setup Navigation Tree**

- My AOR
  - The Hot Zone
    - Location A

**Treatment Location**

**Location A**

**Location Information** | Population | Data Sources

**Facility Type**

EMEDS +25

**Contact Information**

Save

**Other Notes**

Save

Add New AOR

Close

**Setup AOR and Treatment Location Information**

**Setup Navigation Tree**

- My AOR
  - The Hot Zone
    - Location A
      - EQUALNOX TEST SITE

**Treatment Location**

**Location A**

**Location Information** | Population | Data Sources

**Data Sources Associated with this Treatment Location**

Date Source	Earliest Visit	Latest Visit
EQUALNOX TEST SITE	9/21/2001 1:12:12 PM	9/21/2001 1:34:34 PM

Add Data Source | Remove Selected

Add New AOR

Close

**Setup AOR and Treatment Location Information**

**Setup Navigation Tree**

- My AOR
  - The Hot Zone
    - Location A

**Treatment Location**

**Location A**

**Location Information** | **Population** | Data Sources

**From:** 6/28/2001 | **Beds:** 22

**Total Population**

US Military	US Civilian
2200	55

**Foreign Nat. Coalition Mil** | **Foreign Nat. Coalition Civ**

600	7
-----	---

**Other Military** | **Other Civilian**

8	0
---	---

**Opposition Military** | **Opposition Civilian**

0	0
---	---

**Female Population**

US Military	US Civilian
0	0

**Foreign Nat. Coalition Mil** | **Foreign Nat. Coalition Civ**

0	0
---	---

**Other Military** | **Other Civilian**

0	0
---	---

**Opposition Military** | **Opposition Civilian**

0	0
---	---

**Population History**

Date	Beds	Total	US Mil	US Civ	Coalition Mil
6/28/2001	22	2870	2200	55	
	22	2870	2200	55	

Add New AOR

Close

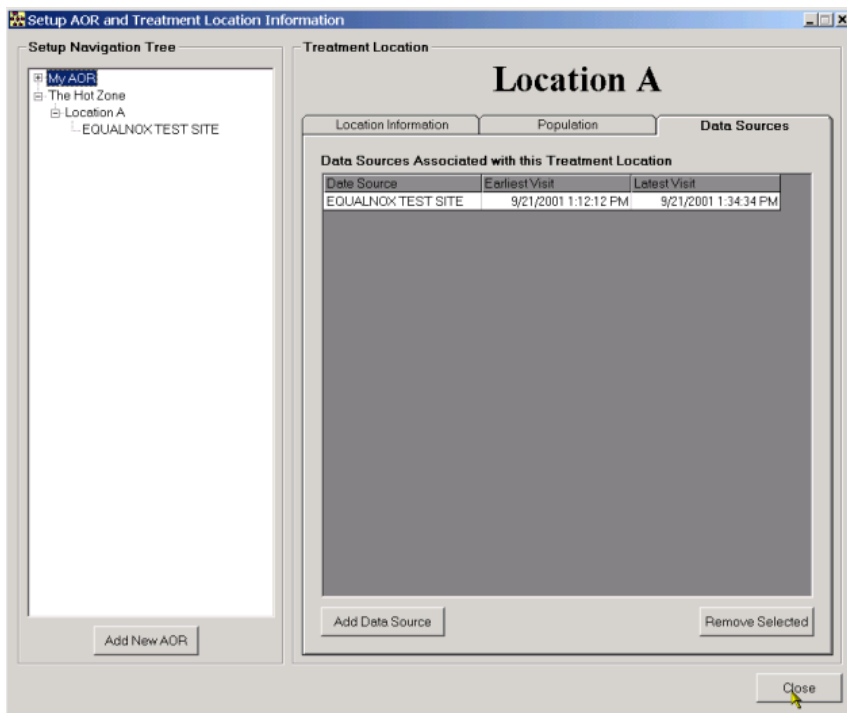
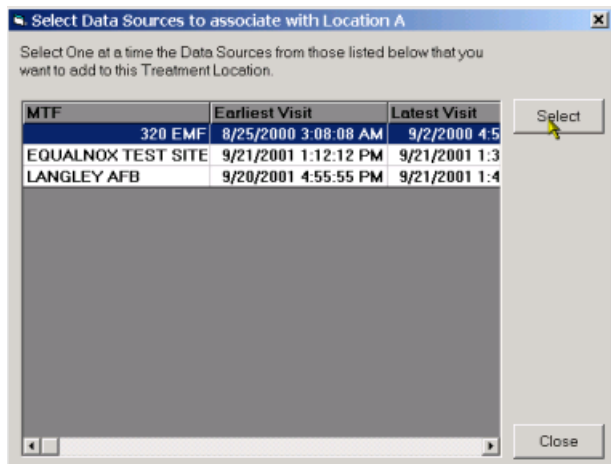


# Theater Epidemiological Module

## Adding Data Sources to a Treatment Location

Click the Add Data Source button. The **Select Data Sources to associate with Treatment Location** request box will appear, select the data sources (imported from the PEM) and click the Select button.

The Data Sources Tab will update with the data sources you added to your treatment location. You are finished with adding a new AOR, Treatment Location and data sources to your TEM.

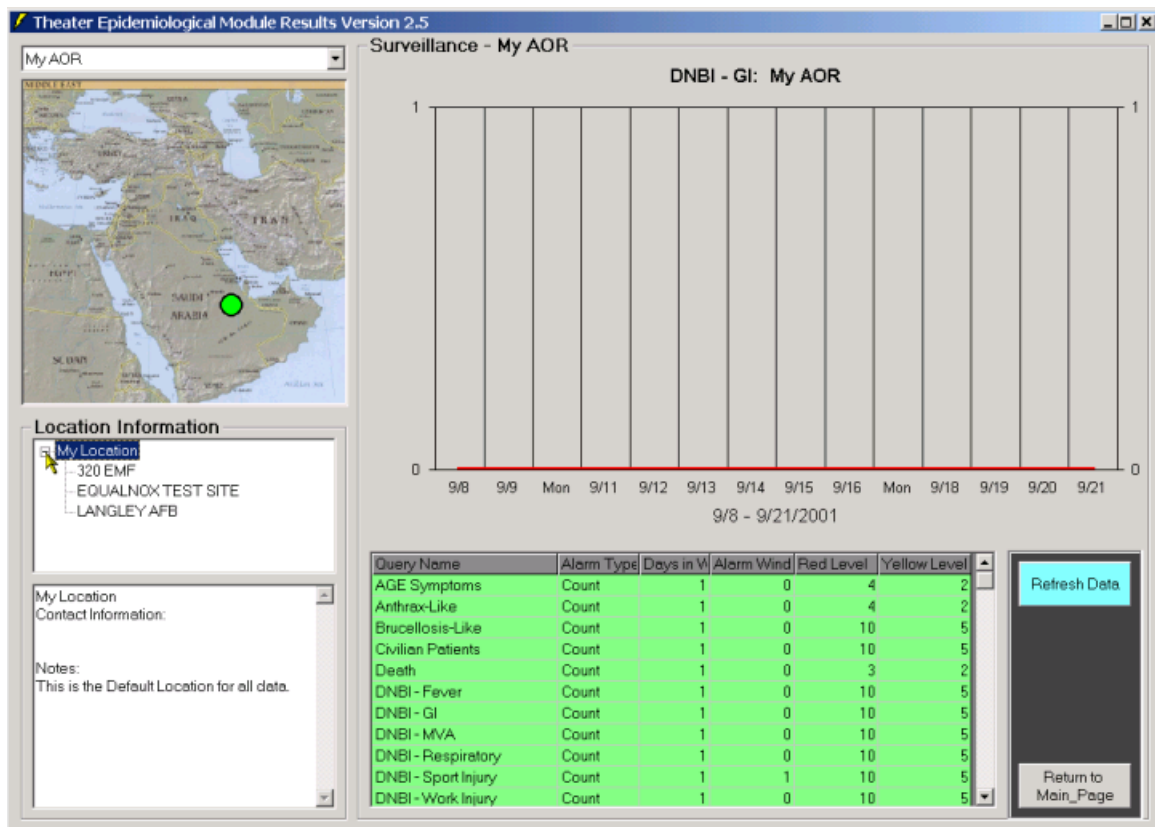




## The Watch board:

The watch board provides vital information in a practical graphic display. Activate the surveillance reports by clicking the query name.

The graph in the upper portion of the screen will change with each selection or change of query/location.



The upper left portion of the watch board has the AOR map. You can change AOR's any time, be sure the click the Refresh Data button after doing so. Below the map is the Location Information.

The lower half of the watch board displays the list of "Situation and Awareness" Surveillance queries, if you choose to create your own queries they will appear there as well.





## Set Surveillance:

The Surveillance Report section uses an advanced wizard to help you build surveillance reports. Follow the on-screen instructions.

**Welcome to the Surveillance Query Builder**

The query builder will take you through the several steps necessary for building a new Surveillance query and associated alarms.

Queries fall into two basic categories:

**Quantitative Values**  
These queries yield plots of patient Temperature, Blood Pressure, etc.

**Visit Counts and Rates**  
These queries yield plots of Symptoms, Diagnoses, DNBI rates for a population, number of people Transferred to a Civilian Hospital, etc.

**Select Query Type and press Next**

☒ Visit Counts/Rates Query

☐ Quantitative Query

## Set Alarms:

The Set Alarms section uses an advanced wizard to help you set your alarm levels. Follow the on-screen instructions.

**Setup Alarm Levels**

**Treatment Area Alarms**

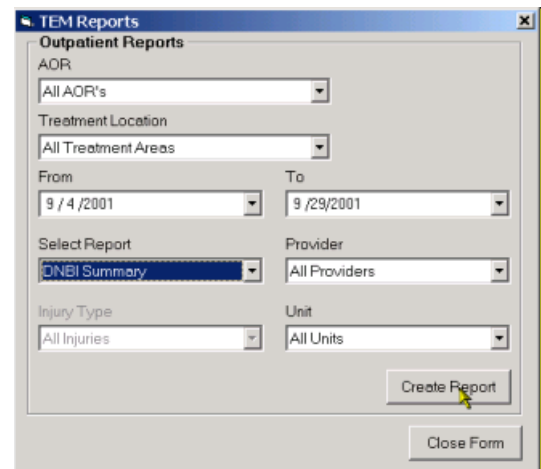
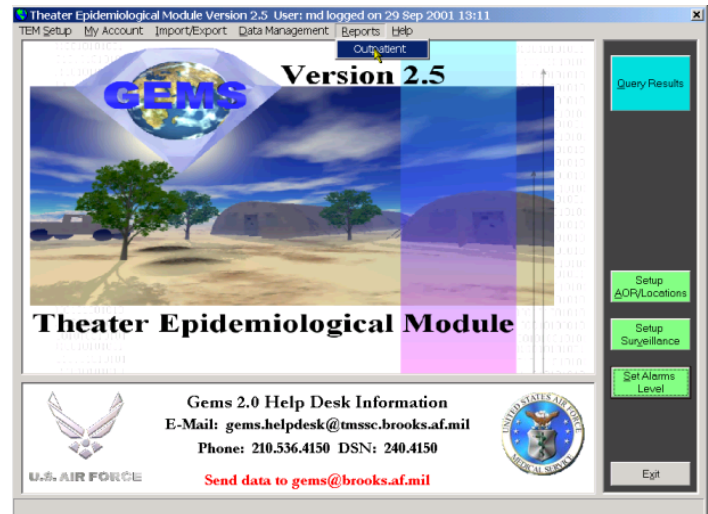
Location A

queryName	Type	Days	Yel
DNBI - GI	Count	1	
DNBI - Respiratory	Count	1	
DNBI - Fever	Count	1	
DNBI - Sport Injury	Count	1	
DNBI - Work Injury	Count	1	
DNBI - MVA	Count	1	
Fever with Arthralgia Sympt	Count	1	
Neuro Symptoms	Count	1	
AGE Symptoms	Count	1	
Fever Symptoms	Count	1	
Hemorrhagic Fever-Like	Count	1	
Smallpox-Like	Count	1	
Anthrax-Like	Count	1	
Influenza-Like	Count	1	
Brucellosis-Like	Count	1	
Glanders/Melioidosis-Like	Count	1	
Plague-Like	Count	1	
Positive IPPD	Count	1	



## To create a standard (printable) report:

1. Select the Reports pull down menu from the TEM main screen. Use the pick lists to customize the report.
2. Select the AOR, then select the Treatment Location.
3. You can select scope or time-frame of the report by setting the **From** and **To** dates.
4. Select the report you need by using the pull down menu.
5. You can choose All Providers (default) or select individual providers that apply to the report.
6. You can choose All Units (default) or select individual Units that apply to the report.
7. Click the Create Report button to Preview the report, there you can elect to print/print multiple copies or just view the report.



### Import/Export:

#### Import Encounters:

This is how you get information in the TEM from other sources such as the the PEM or another TEM.

#### Export Encounters:

This allows you to export encounters for a specific time period or All encounters from the entire database.

Export All visits is also the common way to export data for transfer to other agencies for analysis.

#### Export Visits for an individual:

This allows you to export visits for a specific patient.

Commonly used to create a "electronic medical record" to be used to update a GEMS computer at another location..

### NDRS Export

This feature is to allow TEM data to export to the US Navy's NDRS system.



# Palm/PDA Module

## Part I: Hard Reset each Palm and Reset Palm Desktop Software

1. Hold down the power button on the front panel of the Palm  
While holding down the power button, push the reset button on the back of the Palm.  
Wait for the Palm Computing logo to appear, then release the power button.  
You have successfully done the reset if you get a message asking if you want to erase all data. Select YES (usually the “up” button)

*You can usually unscrew the top off the stylus for a tool to push the button with. A paperclip will also work. This will reset the PalmOS to its factory settings.*

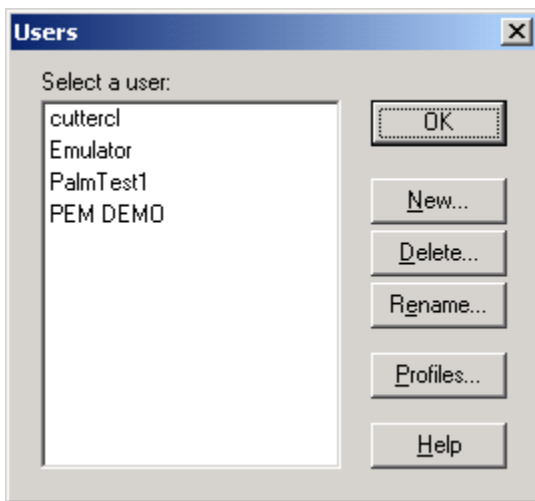
2. On the laptop, launch the Palm Desktop Software

Start→Programs→Palm Desktop→Palm Desktop

3. In Palm Desktop open up the user list

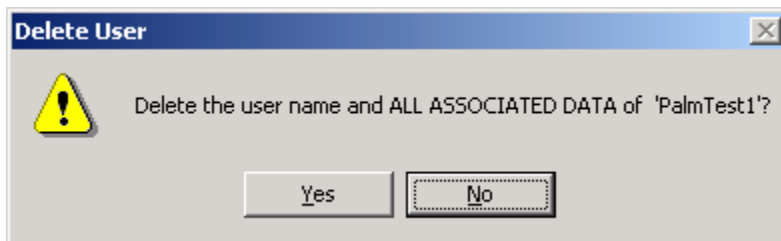
Tools→Users...

This will open up the following window:



4. Select each user one at a time and click [Delete...](#)

You will get the following message



5. Click [Yes](#)

6. When you are done, click OK and exit the Palm Desktop.



7. If the Hotsync Manager is on, stop and restart it.



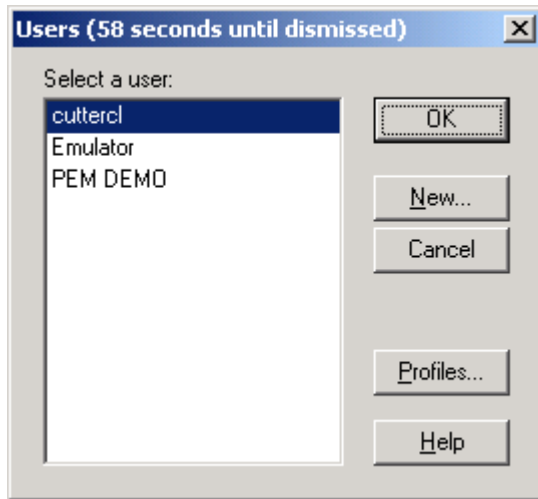
Right-Click the in the tray and click Exit.

*Start→Programs→Palm Desktop→HotSync Manager*

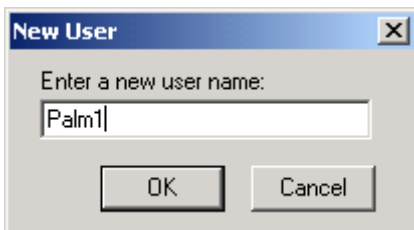
## Part II: Associate Each Palm with its own UserName for the OS

1. Place the first palm in the hotsync cradle and push the hotsync button on the cradle.

The computer is going to think this is a first-time communication and introduce itself to the palm and ask for a username with the following screen:



2. Click New...



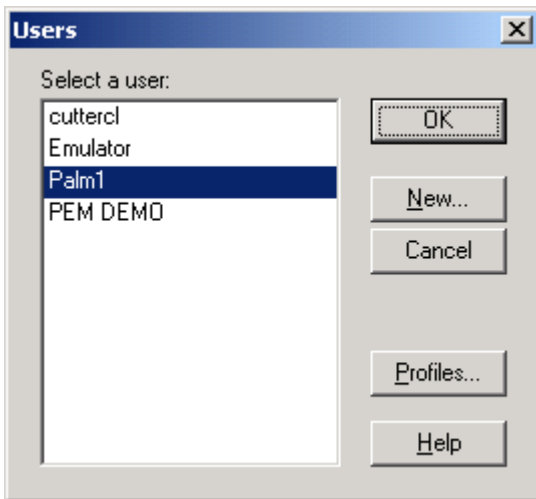
*I would like you to use the following naming convention: Palm1, Palm2, Palm3,...*

3. So, for the first Palm you hotsync, type in Palm1 and click **OK**.

You will then see the Users List box again and it should contain the username you just added.



# Palm/PDA Module



4. Make sure the newly added username is selected and click OK

**I highly recommend that you label the Palms with their UserName.** Masking tape and marker, something. Trust me on this. If your batteries die or the charge runs down, you will be happy you did this. (I will get to this situation later)

5. Once the hotsync is complete, move on to the next palm (Palm2) and repeat steps 1-4 of Part II

## Part III: Installing GEMS onto the Palm

If you labeled the Palms, this will make your job much easier ☺

1. Start the PEM as an administrator or supervisor.

2. Goto Install PDA

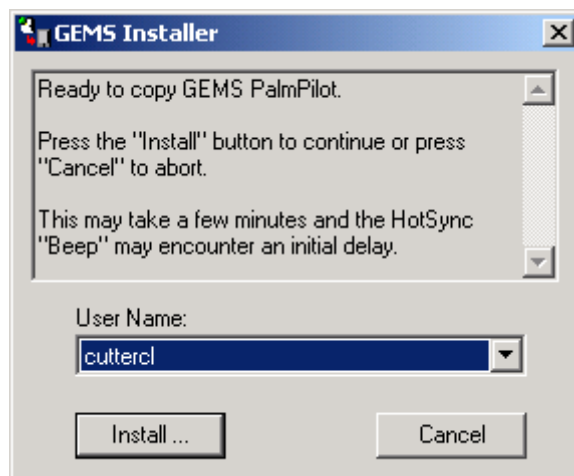
PalmPDA→Install PEM

3. Follow the instructions on the screen and click **OK**. Stop the hotsync Manager and put one of the Palms in the cradle. *Make sure you know which Palm is in the cradle: Palm1, Palm2, or... (if you didn't label them, take the palm out of the cradle and click the open HotSync on the Palm. The UserName is at the top)*



# Palm/PDA Module

4. The following screen asks for the UserName for the Palm:



Use the drop-down list to find the username that matches the Palm in the cradle.

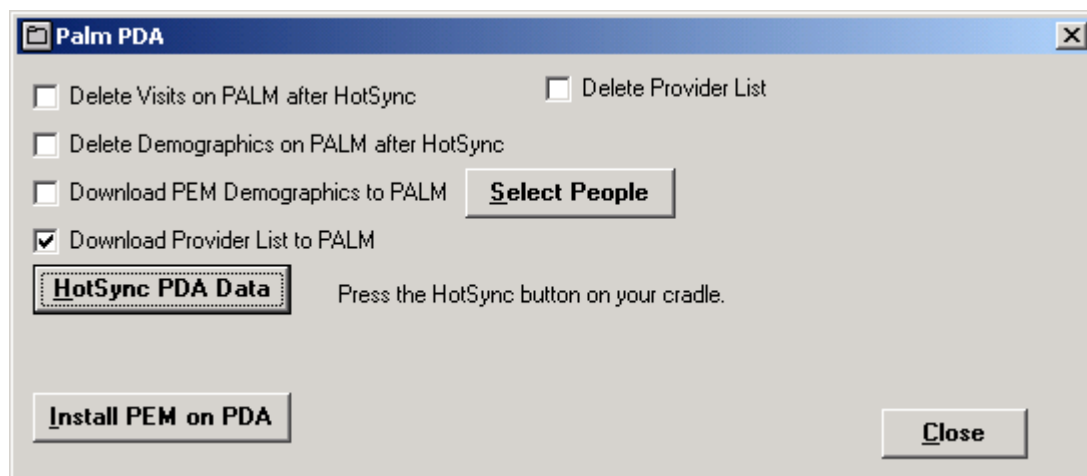
5. Click [Install...](#)

6. Press the hotsync button on the cradle and away you go.

7. When Hotsync is complete, Stop and restart the HotSync Manager .

8. Open up the Gems Hotsync  
[PalmPDA→Hotsync Palm](#)

9. Check the box marked [Download Provider List](#)



10. Click [HotSync PDA Data](#)  
Follow the instructions on screen.

11. Repeat Steps 1-10 of Part III for the remaining Palms

**Note:** It is absolutely imperative that you match the UserName for the Palm with the UserName you select in step 4.

